

Presentation Graphics with
IMPACT!



Pebber Brown
John A. S. Skeel

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IMPACT

AEGIS
DEVELOPMENT

PEBBER BROWN AND JOHN A. S. SKEEL

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FIRST EDITION

First Printing

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DEDICATION

This book was written for you, the computer professional. In this day and age, manuals are a commodity almost everyone has somehow learned to love to hate. My wish is that this manual will be a breakthrough for self instruction, and I hope the reader finds pleasure in its simplicity rather than confusion. We at Aegis Development sincerely thank you for purchasing this copy of Aegis Impact. It is our hope that this program can bring success to your professional graphic needs. Thank you.

This manual is also dedicated to many of the people who have been a part of my life during its creation. In particular I would like to thank David Barrett for his extreme understanding and high level of intensity. Other people I would like to thank include John Skeel and William Volk for their tireless efforts and integrity. And of course all of my friends for their encouragement in helping me get this manual done- Franz Ridder, Bill Crtalic, Bret Lockhart, Ed Holmes, and most of all Leslie.

—*Pebber Brown*

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INTRODUCTION

Impact is primarily written for creating business presentation graphics. This means you can go into a meeting armed with a slide show of concepts you are presenting, or perhaps create a rolling display for use at a trade show. Whether you are showing sales figures for a particular territory, or comparing widget sales from previous years, Impact lets you present the concepts in full-color graph form.

With Impact you can:

- Enter and edit numeric data for creating charts and graphs.
- Show your data as:
 - Bar Charts in 2-D or 3-D.
 - Pie Charts in 2-D or 3-D.
 - Line and Area Charts.
 - Data Points (or “Star Charts”).
- Customize your graphs to use:
 - Personalized icons.
 - Vertical or horizontal text.

Any 16 of 4,096 different colors.

Any 16 mosaic color patterns.

Freehand drawing.

- Create titles and put them anywhere on your graph.
- Choose between a wide variety of fonts and text styles.
- Save your graphs to a data disk in standard IFF format.
- Print your graphs on a color printer.
- Create an on-screen slide show of your graphs.
- Record your slide show on a VCR and add speech or music.
- Merge your graphs with a paint program.

Starting Aegis Impact

First, turn on your Amiga and insert the Kickstart disk (version 1.1 or greater). After a moment you'll be asked to insert the Workbench disk. You have your choice of running Impact from the Workbench or from the CLI (Command Line Interpreter). (To learn more about the CLI, Workbench and how to use the tools, see *Introduction to Amiga*.)

Making a Working Copy

The first thing you will want to do is make a working copy of your Impact disk. This is to protect you in case disaster should befall and your disk becomes inoperable. To learn how to make a copy of your disk, see *Introduction to Amiga* or *Appendix B* of this book.

Loading Impact

Impact is icon driven, so booting up is an easy process. Just insert the Impact disk after Kickstart at the Workbench prompt. If you have already been using the Amiga to run other programs, insert the Impact disk into the internal drive and reboot the entire system by holding down the Control key and pressing the Closed Amiga and Open Amiga keys simultaneously (from now on referred to as Ctrl-A-A).

To load Impact from Workbench:

- Put Impact in the internal drive at the Workbench prompt.
- Click the Selection (left) Mouse Button on the Impact icon.

For those of you who would prefer to work directly from the CLI (Command Line Interpreter), you can by entering the name "Impact" at the CLI prompt:

To load Impact from CLI:

At the CLI prompt (1>) type: Impact

In a moment, the program will load and you will see the black Impact screen with a deep grey title bar at the top. In the lower right hand corner of the screen is a window displaying a palette of different colors. This is called the **Fast Menu**, which will be discussed in greater detail in a following chapter.

If Impact Doesn't Load:

If you do not see the Impact screen and an error message results, please check your typing at the 1> prompt. Also, if you put in the Impact disk after running other programs on the Amiga, you need to reboot the entire system (Ctrl-A-A).

If you are still experiencing difficulties you may have been working with a different version of Kickstart, such as Kickstart 1.0. In this case you need to turn the computer off altogether. After waiting at least 10 seconds, turn the Amiga on once again and boot up with Kickstart 1.1 or greater. Although the Amiga User's Guide states you should wait 5 seconds before powering up, the safe way to go is to wait 10 seconds instead. This assures you won't fry any of the delicate custom microprocessors inside your Amiga, which by the way are really easy to destroy with a simple power surge. Be safe and keep your Amiga running! Wait 10 seconds before powering up again.

This chapter covers the creation of a slide show in a step-by-step format. The show will be made for a fictitious company called Chompers (makers of the famous Chomper hamburger).

Planning the Show

The first step in creating a slide show is to determine what the theme of the show is to be. This depends on the data to be displayed and the desired message. In this example, there will be two slides: the first showing the number of hamburgers sold in two Chompers stores for a period of four months, and the second showing the results of a customer preferences survey.

The data for the first slide looks like this:

	Store 1	Store 2
January	25,540	19,860
February	21,765	17,970
March	27,210	20,500
April	28,100	22,650

The data to be displayed on the second slide:

	With	Without
Mustard	1750	1250
Mayo	2100	900
Catsup	1100	1900
Pickles	2700	300
Onions	900	2100
Tomatoes	2550	450

The First Slide

Impact is broken into five major sections. Each section creates a different component of a slide or a show. The sections are called builders. For example, the main drawing screen you see when Impact first loads is the Slide Builder. Another builder, the Graph Builder, creates graphs and charts. Once the graphs are made they are plotted onto the slide in the Slide Builder.

The first slide in the Chompers slide show will have a bar graph showing the difference in sales for each store over the four months.

First, load Impact.

To load Impact:

- Turn your computer on and insert a Kickstart 1.1 disk or greater into the internal drive.
- At the prompt, insert the Impact disk into the internal drive. The workbench will be displayed.
- Click twice on the Impact icon with the select (left) mouse button.

When the Impact program is loaded, close the Fast Menu window. It won't be used in the example.

To close the Fast Menu:

- Select with the left mouse button the close-window gadget (box with a dot in its center) in the upper-left corner of the window.

The first thing to create for this slide is the bar graph. Graphs are made in the Graph Builder.

To open the Graph Builder and make a new graph:

- Choose **New** with the menu (right) mouse button from the **Project** menu. A sub-menu will open to the right with different options.
- Move the cursor until **Graph** is highlighted and release the Menu button. The Graph Builder window will appear on the screen.

When the Graph Builder first opens for a new graph a **Series Storage** requestor is displayed. It's time to take a minute and talk about series.

Graphs are created from the data entered into the series. Series are broken into two columns: the first column is the label and the second is the value. In the example, January is a label and the sales figures for January are the values.

The first series to open is the data for Store 1.

To open the series for Store 1:

- Click with the select (left) button inside the edit box in the requestor to activate it. It is active when a cursor appears in the box.
- Enter the name **Store1** and press the RETURN key. The requestor will disappear and be replaced with a series window.

The series window is now ready for the sales data for store 1. To enter the data, type in the label (month name) first then press the TAB or

RETURN key to move to the next column. Type in the value (sales figure) and press TAB or RETURN.

If you make a mistake, click on the arrow buttons on the right side. They move you up and down in the series. When you are on the line with the error, enter the new value and press RETURN.

Data for Store 1:

Jan	25540
Feb	21765
Mar	27210
Apr	28100

To enter data into the series:

- Type in the label name and press TAB or RETURN.
- Type in the value and press TAB or RETURN.
- Continue until all of the data for Store 1 is entered.

Once the data is entered for Store 1 close the series window by selecting with the select (left) mouse button the close-window gadget in the upper-left corner.

Now a new series must be opened for Store 2. This is done with a command under the **Graph** menu.

To open a new series for Store 2:

- Choose **Open Series** with the menu (right) mouse button from the **Graph** menu. The Series Storage requestor will be displayed.

The process is the same as for Store 1 from this point. Enter the series data for Store 2. Be sure the labels you enter are the exact same labels you entered for Store 1. This includes capital letters. Impact looks for an exact match when pairing series data.

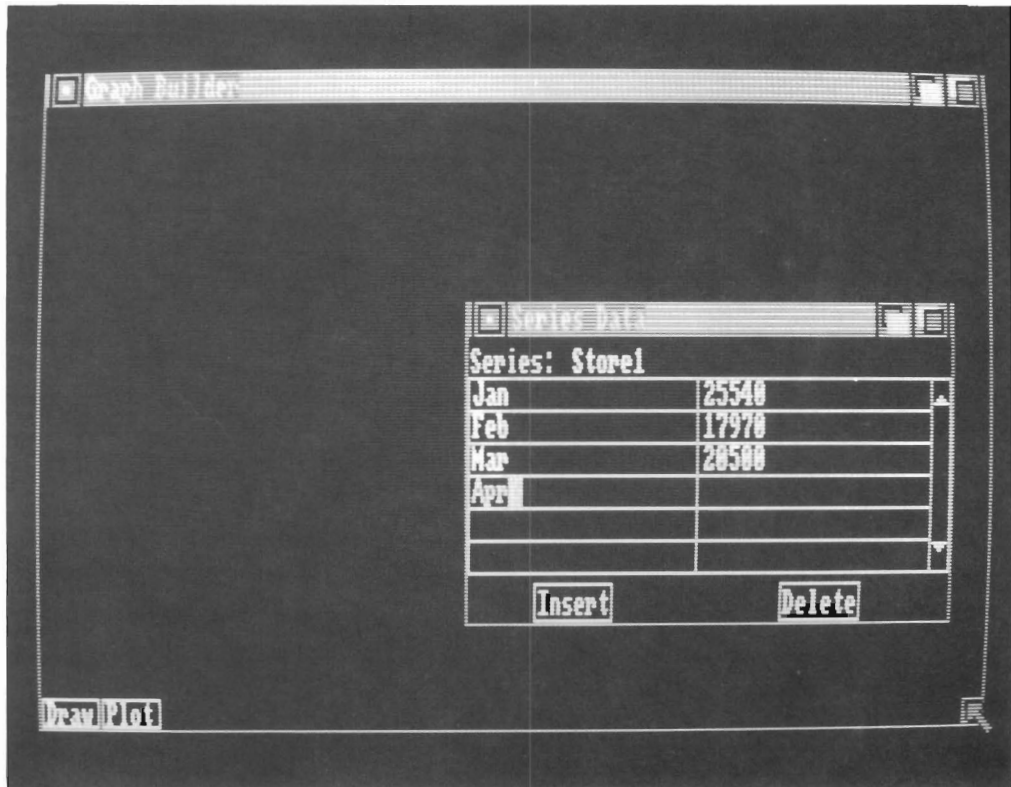


Figure T-1 Entering Sales Data for Store 1. Data for a graph is entered into windows called Series. The column on the left is for the label and the column on the right is the actual data. In this example, the series data being entered is sales for a store over a four month period. On the right of the window is a scroll bar for moving through the data. Placing the cursor on one of the arrows and pressing the Selection button will move the data list in the window in the indicated direction. It also may be used to move the cursor about in the list. Changing the value in a line above the cursor's present position would be accomplished by pressing the up arrow twice and then pressing the TAB button to move over to the value column. The data could then be changed. Below the columns are two buttons for inserting and deleting lines of data from the list. To insert a line, select **Insert** and place the cursor on the line below where you want a new one inserted. To delete a line from the list, select **Delete** and then select the line to delete.

Data for Store 2:

Jan	19860
Feb	17970
Mar	20500
Apr	22650

When the data is complete for Store 2 close the series window with the close gadget.

The next step is to choose the graph type. The best type for this kind of data is a bar graph. When the graph is chosen, Impact will draw it automatically from the data you have already entered.

To draw a bar graph:

- Choose the **Bar** command with the menu (right) mouse button from the **Graph** menu. The bar graph requestor will be displayed.

There are four different kinds of bar graphs to choose from. The graph types on the left of the requestor will total the data for both stores for each month. The graph types on the right create a separate bar for each store for each month. Choose a side-by-side type of bar graph.

To choose a side-by-side bar graph:

- Click with the select button on the icon in the upper-right corner of the bar chart requestor. The chart will be drawn in the Graph Builder window.
- Select the **Okay** button at the bottom of the requestor.

The basic graph is now complete. If you entered the data listed above, the bars for the month of April will be in the same area as the graph legends (Store 1, Store 2 and their associated color blocks). This makes them difficult to read. To solve this problem the legends should be moved.

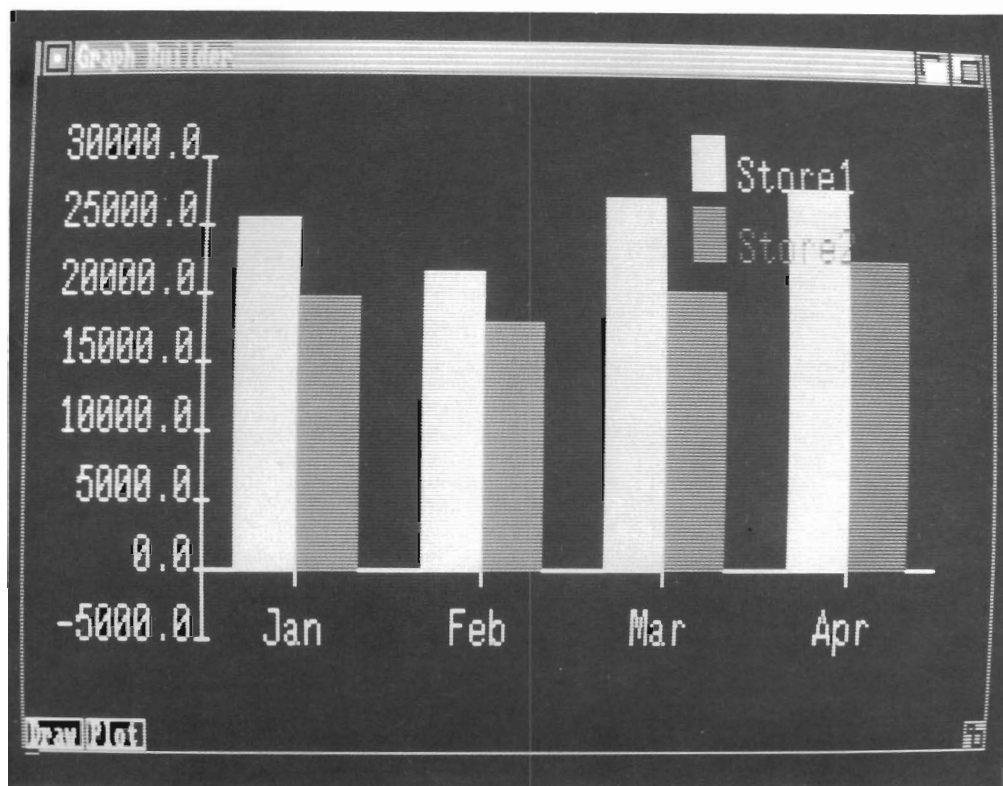


Figure T-2 The Basic Graph for Slide 1. After the data has been entered for both stores, a graph type is chosen. For sales data, a bar graph is a good way to compare store performances. The legends for the graphs in this example are being obscured by part of the graph. Using the functions under the **Edit** menu they may be moved to any point on the graph. The bars of the graph may also be changed to another color. This is done by selecting the legend with the **Edit** cursor and then choosing the new color from the **Color** menu. When the legend changes color, it will change the color of all the bars it represents. Single bars of a series can be highlighted by selecting them and then choosing a new color. This is a good way to emphasize a particular month. All of the objects in the graph may be changed to another color or edited with the functions under the **Edit** menu.

The edit features of Impact allow you to move, delete, resize, and change the color of any of the objects on the screen. Editing is a two step operation. The first step involves selecting the item to be changed, while the second step is the actual editing command.

To move the graph legends:

- Choose **Select** from the **Edit** menu. A sub-menu will open to the right.
- Move the cursor until **On** is highlighted and release the Menu button. The cursor will change to an arrow with the word **Edit** attached to it. You may only perform editing operations while the cursor is in this shape.
- Place the cursor on the legend for Store 1 and press the Selection button. The legend will highlight when it is selected. Repeat the process for Store 2.
- Choose **Region** with the menu button from the **Edit** menu. A sub-menu will open to the right.
- Move the cursor until **Move** is highlighted and release the Menu button. A reference frame will appear attached to the cursor. This represents the area the legends will occupy when they are moved.
- Move the cursor to the right into a part of the graph which is vacant and press the Selection button. The legends will be erased from the old location and redrawn in the area you chose. If you don't like the new location choose the **Move** command again and reposition the legends.
- Choose **Select** and then **Off** from the **Edit** menu.

Graphs in the Graph Builder can be resized to almost any size the screen will allow. Resizing is done with the window resize gadget located in the bottom-right corner of the window. For this example the graph should be a little smaller.

To adjust the size of the graph:

- Place the cursor on the resize gadget and hold down the Selection button. A reference frame will appear attached to the cursor. This is the new window size.
- Move the cursor until the edges of the reference frame are about an inch from the edges of the old window and release the Selection button. the window will be resized to fit the frame.

The graph is now ready for plotting onto a slide. Plotting places an image of the graph onto the Slide Builder window. Once the **Plot** function is selected the Graph Builder window disappears and a reference frame is attached to the cursor. The frame represents where the graph will appear when it is plotted on the slide.

To plot the graph onto the slide:

- Select the **Plot** button located in the bottom-left corner of the Graph Builder window.
- A requestor will appear asking if you are sure. Select the **Yes** button.
- Move the cursor until the reference frame is centered in the lower portion of the screen and press the Selection button. The graph will be drawn and the reference frame will return.
- Press the Menu button. The frame will disappear.

This is the beginning of the first slide. You are now using the Slide Builder. Under the **Shapes** menu is a series of tools for drawing on a slide. You can create freehand drawings, lines, rectangles, circles, arcs, grids, and text. Text is the next ingredient needed for the slide.

The graph needs a title. Text is controlled from two places in Impact. The first place is in the **Shapes** menu where it is turned on and off. The second is the **Text** menu which controls the font and style used to print the text.

To print a title for the graph:

- Choose **Text** from the **Shapes** menu.
- Choose **Font** from the **Text** menu. A sub-menu will open to the right with the different fonts available. Move the cursor until **Regular** is highlighted and release the Menu button.
- Choose **Pointsize** from the **Text** menu. A sub-menu will open to the right with the pointsizes available. Move the cursor until **7** is highlighted and release the Menu button.
- Move the cursor above and to the left of the graph, and press the Selection button. A crosshair cursor will appear. This is the text cursor. The title for the graph will begin where the cursor is located. Adjust the location by pointing to a new area with the mouse cursor and pressing the Selection button.
- When the cursor is properly located type in the title of the graph. In this case the name of the company (Chompers).
- Choose **Pointsize** and then **4** from the **Text** menu.
- Move the text cursor beneath the graph and to the far left of the slide. Type in a description of the graph (**Number of Hamburgers Sold Per Month**).

The first slide is now complete. The next step is to save it to the disk for use in the slide show.

To save the slide to disk:

- Choose **Save** from the **Project** menu. A sub-menu will open to the right. From this menu choose **Slide**. The slide storage requestor will be displayed.
- Click inside the edit box to activate it and enter the name **Month-Sls**.

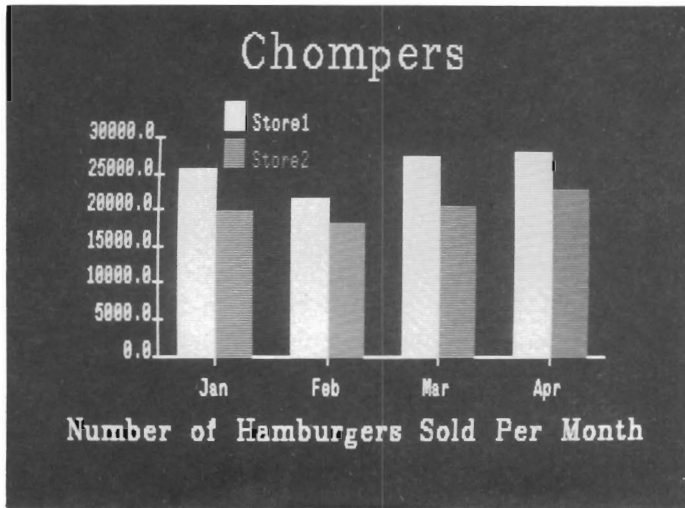


Figure T-3 The Finished Version of Slide 1. Once the graph is complete it is plotted onto the slide. The slide can then be enhanced with the **Shapes** tools. In this example, a title has been added to the graph showing the company name and what the graph represents. When the slide is complete it is saved to disk for later use in a slide show. There are three objects on this slide: the title (**Chompers**), the graph, and the graph title (**Number of Hamburgers Sold Per Month**). Each object may be edited further with the **Edit** functions. To change a single item on the graph it must be put back in the Graph Builder with the **Region/Edit** command from the **Edit** menu.

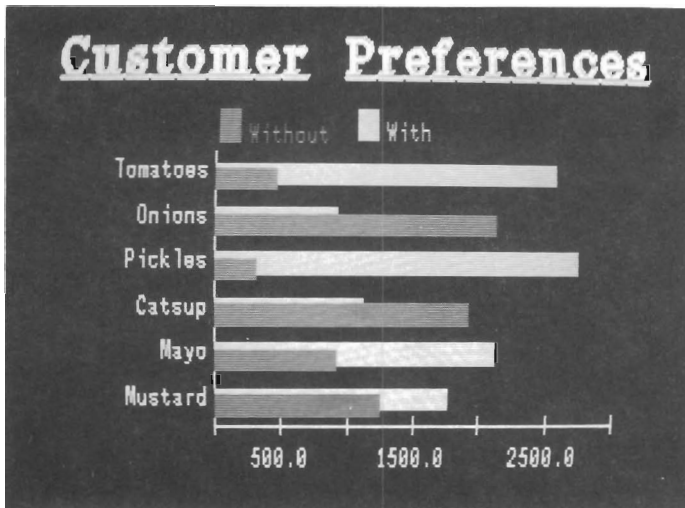


Figure T-4 Customer Preferences. The data for the customer preference survey can be shown different ways. The version on the Impact disk uses pie charts to show each preference. This version of the same data uses a horizontal, side-by-side bar graph. In this case there are two series (**With** and **Without**). The pie chart version uses a separate graph for each item (Tomato, Pickle, etc.) The title is a Meteor font with both outline and shadow turned on.

- When the name is correct press the RETURN key or select the **Okay** button.

The Second Slide

We've already created the second slide for you. If you'd like to see it, load it into the Slide Builder. It's a slide made of individual pie charts. Each chart shows the preference for each Chomper ingredient. There is also an icon chart showing the day of the week customers preferred to eat at chompers.

To load the second slide into the Slide Builder:

- Choose **Load** from the **Project** menu. A sub-menu will open to the right with the different file types available. From this menu choose **Slide**. The Slide Storage requestor will be displayed.
- Press the select button inside the edit box to activate it and enter the name **Customer Pref**.
- When the name is correct press the RETURN key or select the **Okay** button.

Making the Show

Shows are created in the Show Builder. A list of available slides is displayed in a directory. You specify the slides you want in the show, the way they appear on the screen, and how long the slide will pause on the screen.

First, activate the Show Builder.

To create a new show:

- Choose **New** and then **Show** from the **Project** menu. The Show Builder windows will be displayed.

The Show Builder consists of two parts: a directory of available slides, and the Slide Show Edit window. To make a show, you select slides from the directory with the cursor, and specify the different settings for each slide as you go.

Settings consist of the wipe method (how the slide appears on the screen), the **Wipe Delay** (how long it takes the wipe to finish), and the **Pause Time** (how long the slide is on the screen).

To add the first slide to the show:

- Make sure the **Add** button in the bottom window is active. It is active when highlighted. If **Add** is not active, select it.
- Place the cursor on the name **Month-Sls** in the slide directory and press the Selection button. The name will appear in the Slide Show Edit window.
- **Down** from the wipe method buttons. It is active when highlighted.
- Click with the select button inside the **Pause Time** edit box to activate it. Use the RIGHT-ARROW key to move the cursor past the zero and then the BACKSPACE key to erase it.
- Enter a value of **5** and press RETURN. Leave the **Wipe Delay** set to zero.

To enter the second slide:

- Select **Customer Pref** from the directory window.
- Choose a wipe method.

The show is now complete. You can play it by using the commands under the **Show** menu.

To play the current show one time:

- Choose **Auto** from the **Show** menu. A sub-menu will open to the right. From this menu choose **1**.

The ... option under the different **Show** menu functions plays a show continuously. To interrupt a show in progress press the SPACEBAR or the Menu button.

When the show is done, experiment with changing the settings and then play the show again to see their effect. When you are done with the show close the window with the window-close gadget in the upper-left corner of the Slide Show Edit window. It will close both windows.

To save a show to disk:

- Choose **Save** and then **Show** from the **Project** menu. The Show Storage requestor will be displayed.
- Click with the select button inside the edit box to activate it and enter the name you want to give to the show.
- When the name is correct, press the RETURN key or select the **Okay** button.

CHAPTER

1

An Overview of Impact

Aegis Impact is basically a two-part system. The first portion of the program provides a sophisticated set of tools for creating and editing slides or pictures. The second part allows you to take the finished slides and arrange them into a show which displays automatically.

The tools for creating slides include commands for making shapes such as lines, circles, grids, arcs, and text. There are also separate tools for building graphs and text tables. All of these elements are then combined to produce the finished slide.

The slides can be printed on paper or arranged in a show on the monitor. The show commands allow you to control the order the slides display, the length of time each one stays on the screen, and the manner in which a slide appears and disappears.

The Menus

Almost every action performed by Impact is done through a menu selection. For example, to begin drawing grids requires selecting a grid

option from a menu of shapes. Impact is then ready to begin drawing grids with the mouse.

The main menu of Impact is located in an area at the top of the screen called the Title Bar. When Impact first boots, this area displays the title of the program (Impact) and the version you are using.

By pressing the Menu (right) mouse button, the bar changes to display the Menu Bar. These are the main options of the menu. Placing the cursor on one of these options while holding down the Menu button will cause the menu options of that category to be displayed in a box beneath it.

By holding the Menu button down and dragging the cursor downward over the selections, a highlight bar appears. The bar may be moved up and down through the options. When an option is highlighted and the Menu button released, that option is then selected. In this book we refer to this action as “choosing” an option.

In addition to these menu choices some menu options have sub-menus attached to them. In this case another menu box will open to the right of the option when it is highlighted, displaying the various choices available. The cursor must then be moved over into the new box and onto the sub-option desired before the Menu button is released.

The main menu options appearing in the Menu Bar are: **Project, Edit, Graph, Shapes, Color, Brushes, Text, Show.**

Project

The functions under this option deal primarily with moving files to and from the disk and printer. You also exit the program through this menu option.

The Project menu allows you to:

- Create a new file.
- Load an existing file.
- Save a file.
- Delete a file.
- View the contents of a disk.
- Toggle between internal and external drives.
- Print a file or graph to a color printer.
- Call up the Fast Menu.
- Hide the Title Bar for full-screen graphics.
- Show the Title Bar again after you've hidden it.
- Exit the Impact program and return to AmigaDOS.

Edit

The options under this menu allow you to change objects on a slide once you have created them.

The Edit menu allows you to:

- Erase the last object you created.
- Select items for editing.

- Delete an object.
- Move an object.
- Copy an object into a new location.
- Resize an object.
- Explode the segments of a pie chart.
- Edit an area (e.g. a chart, graph, or table).
- Turn a line cursor (crosshairs) on or off.
- View or change a constraining grid.

Graph

This menu option controls the different aspects of creating graphs and charts. There are a series of requestors controlling the different options for each type of graph.

The Graph menu allows you to:

- Open a series for graph data.
- Open the **Series** requestor.
- Open the **Graph Special Edit** requestor.
- Open the **Bar Chart** requestor.
- Open the **Line Chart** requestor.
- Open the **Pie Chart** requestor.

- Open a particular icon to use in creating a graph.

Shapes

The shapes are the main drawing tools. They work with the brushes and color palette to produce an endless variety of effects.

The Shapes menu allows you to:

- Select freehand drawing.
- Draw a filled, pie slice, or normal arc.
- Draw straight lines.
- Draw a normal, filled, or round-corner frame or rectangle.
- Draw a normal or filled circle.
- Enter text.
- Draw a grid.

Color

All of the shapes listed in the menu above use the active color or pattern when making objects. This menu lets you adjust that color or pattern.

The Color menu allows you to:

- Select any one of 16 different colors to use.
- Select any one of 16 different mosaic patterns.
- Change the text colors to any desired combination.

- Adjust any color to any of 4,096 different combinations.
- Change a mosaic pattern to any color combination.

Brushes

The active brush defines the type of line used to create a shape. The width, length, and overall shape can be adjusted for different effects.

The Brushes menu allows you to:

- Select any one of 9 different brushes for use.

Text

This menu works with the **Text** function in the **Shape** menu. The options set with this menu are active when text is created.

The Text menu allows you to:

- Select any one of 5 different fonts.
- Select different point sizes for the text.
- Set justification to either left, right, or centered.
- Select boldface.
- Select italic.
- Select underlining.
- Select outlining.
- Select shadowing.

Show

This is where it all comes together. The two options under this menu let you play a show one time or repetitively.

The Show menu allows you to:

- Play a slide show one time through.
- Play a slide show continuously.

The Fast Menu

When Impact first loads, the initial thing you see on the screen is the **Fast Menu**. It's the window located in the lower right-hand corner of the main drawing area. You can move it about the screen like a regular Amiga window. The **Fast Menu** allows you to access most of the features of the upper pull-down menus quickly. There are eight commands and a color palette on the **Fast Menu**. The commands are **Draw**, **Arc**, **Line**, **Frame**, **Circle**, **Text**, **Grid**, and **Undo**.

To remove the **Fast Menu** from the screen, select the close box in its extreme upper left corner. To redisplay the **Fast Menu** choose **Fast Menu** from the **Project** menu. The **Fast Menu** is described in detail in Chapter 3. For now just close the **Fast Menu**.

Using the Mouse

The mouse lets the user interact with the Amiga in a more natural and intuitive way than typing commands on a keyboard. It also allows the cursor to move across the screen more quickly.

The Amiga mouse has two buttons which play different roles in Impact. Use the Selection (left) button to choose or create objects and the Menu (right) button to work the menus or to cancel some operations.

By pressing the Select (left) button you enter a dimension point on the screen to start drawing. You can draw simple “dots” just by moving the mouse to different locations on the screen and clicking the Select button (Left). Try it. After you have experimented with drawing simple dots, you can click the Select button (Left) and by holding it down and NOT letting go, drag the mouse to another location on the screen. You have just created a simple line. Let go of the Select button now and watch the Amiga automatically draw the line.

The Menu (right) button is used to access the menus. By pressing down on the Menu button of the mouse and holding it down, the top of the screen changes to display the main menu choices. Each of these words represents a sub-menu which will also be discussed later.

From this point on we will use the term “select” to refer to pressing the Select (left) mouse button and the term “choose” for pressing the Menu (right) mouse button. In other words, when you read “Now select the **Plot** button from the **Graph Builder**” it means press the left mouse button while the cursor is inside the designated box or menu.

Using Amiga Gadgets

Impact makes extensive use of the Amiga interface to simplify the design process. Besides menus and windows, the program also uses buttons, sliders, and edit boxes. (If you are already familiar with these Amiga functions you may want to skip ahead and briefly scan the material on edit boxes which lists a complete list of keyboard edit commands.)

Buttons

Buttons are devices for performing a single action or for making a choice (yes/no for instance). They typically appear in requestors and are used to exit the requestor with a particular action occurring. For example, if you choose the command **New Slide** a requestor appears confirming the operation with the question: **Are You Sure?** At the bottom of the

requestor are two boxes, one with the word **Yes** and the other **No**. They are the buttons for exiting this requestor. You answer the request by clicking on one of these buttons with the select mouse button.

Sliders

Sliders control a value that has a range. For example, the **Modify Colors** requestor has sliders for controlling the amount of Red, Green, and Blue in a color. A slider appears on the screen as a rectangle (which represents the range) and a marker (representing the current value). You operate a slider by dragging the marker (place cursor on marker, hold the Select button down, and move mouse) to a new position.

Edit Boxes

Edit boxes are used for entering values such as file names to Impact. They appear in requestors as rectangles. They may already hold a value (the last text entered or the current value) or appear empty. To use an edit box you must first select it by clicking inside it. When a cursor appears inside the box, it is ready for use.

The edit box uses an “insert text” method rather than “type over”. This means any text you enter will be inserted in any existing text at the cursor position. Below is a list of command keys allowed in the edit boxes.

Key(s)	Function
(left arrow) or (right arrow)	Move the cursor one character in the desired direction.
Shift (l arrow) or (r arrow)	Move the cursor to the beginning or end of all text.
DEL	Delete the character to the left of the cursor.
Backspace	Delete the character to the left of the cursor.
Right Amiga-Q	Undo (cancel) the last editing change.

CHAPTER

2

Color and Brushes

On the Amiga, color is the natural medium. The Amiga comes equipped with powerful custom graphics chips capable of producing 4,096 different colors on the screen. Impact takes full advantage of this capability by allowing the user to edit and change the color palette at any time.

Impact has 16 default color settings and 16 default mosaic color pattern settings. These can be changed to produce a virtually unlimited rainbow of customized colors.

Any color from a mosaic pattern can be changed to any other color from the Color Menu. Mosaic patterns consist of a primary or foreground color and a background color.

The default background color selection of the mosaic patterns is black. This can also be changed to any of the 16 colors on the Color Menu.

The default foreground color selection of the mosaic pattern can also be changed to any of the 16 different colors available.

To select a color or pattern for use:

- While pressing the Menu button, pull down the **Color** menu and move the cursor until it highlights the color or pattern you want.
- Release the Menu button. The color or pattern is now active and will be used for any graphic function.

Editing the Color Palette

A good way to think of colors and patterns in Impact is as if the color blocks making up the menu were ink wells. You can adjust the hue of any of the wells to any of 4,096 different combinations or adjust the pattern blocks to use any combination of colors. If you create a shape with a certain ink well, it will always reflect the color of the well even if you later change the well's shade.

Changing a color is done with the **Edit** option under the **Color** selection. A requestor is displayed with a series of controls. On the requestor are three sliders for controlling the RGB values, a color palette, three buttons, and two gadgets for displaying the active color or pattern.

To display the Color/Pattern Edit requestor:

- Choose **Edit** from the **Color** menu.

The Three RGB Sliders

The term RGB means "Red-Green-Blue." This stands for the amount of each color (RGB) making up the color being edited. Each level can be adjusted by dragging the triangle inside each RGB slider either to the left or right. Moving to the left decreases the amount of color while moving to the right will increase it.

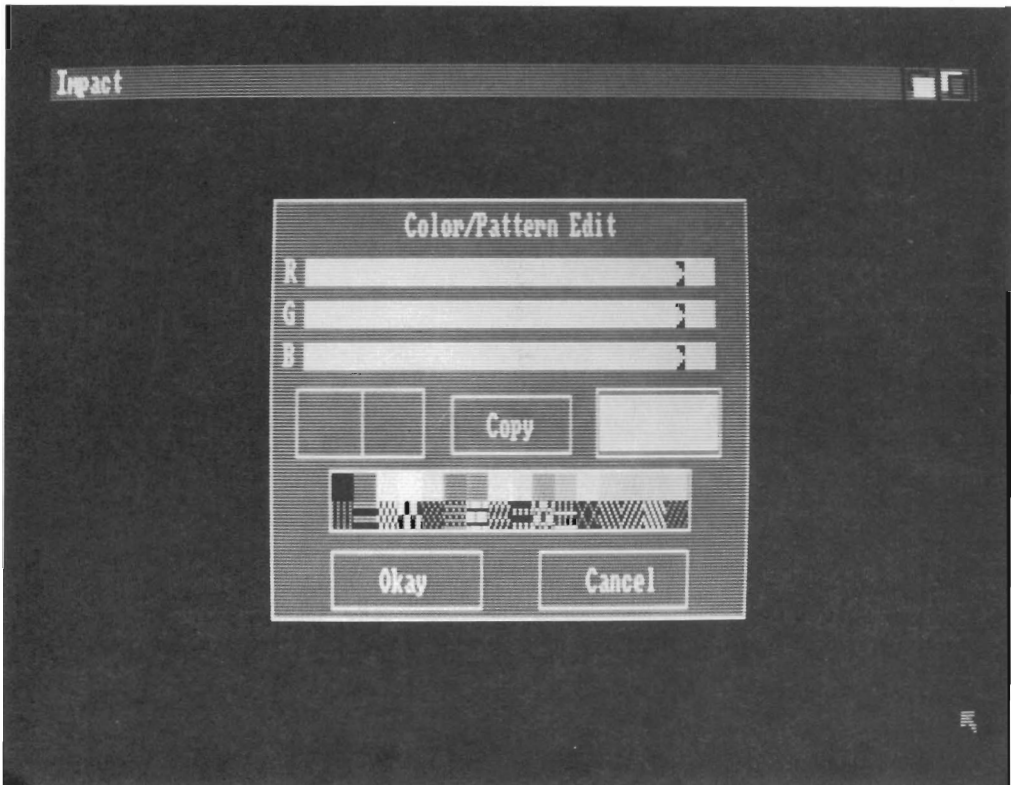


Figure 2.1 The Color/Pattern Edit Requestor. The color palette may be adjusted to produce any 16 of 4,096 colors. The patterns may also be changed. This requestor is displayed by selecting **Edit** from the **Color** menu. The three slider controls on the top are for adjusting the amount of Red, Green, and Blue components in the currently active color. To make a color active for editing, select the color from the palette in the requestor. The gadget to the right of the **Copy** gadget will display the color. Drag the slide controls to get the hue you want. Pattern colors can also be switched. To change a pattern, select the pattern from the palette. The gadget to the left of the **Copy** gadget will activate. There are two squares, one is foreground (left) and the other is background (right). To change one of the colors, select it and then select the color to change it to. The **Copy** button will copy a color from one location in the palette to another. To use it select it. It will highlight to show it is active. The active color will be copied into the block. Select the color you want to replace.

Active Color or Pattern Gadgets

Beneath the slider controls are two gadgets used for displaying the active color or pattern. Between the two gadgets is a button labeled **Copy** (discussed below).

The gadget on the LEFT is divided into two segments. This is strictly for editing Mosaic color patterns. When you edit a Mosaic pattern, the two colors of the pattern appear in the two parts of the gadget. The right half is the background color and the left is the foreground.

To change a Mosaic color:

- Place the cursor on the left half of the gadget to change the foreground or on the right half to change the background, and press the Select button.
- Select the color you wish to change it to from the color palette.

You will also notice that when a Mosaic Pattern is selected, the RGB controls are shaded. This means this particular aspect cannot be used at the time. To change the shade of one of the colors in a pattern, choose that color from the palette. It will become the active color, and the sliders will become active for adjustment.

The Color Edit Gadget

The gadget on the RIGHT allows you to change a single color to any one of the 4,096 colors available on the Amiga personal computer.

To change a particular color, select the color from the color bar (NOT a mosaic color pattern). The color you chose will appear in the right gadget. After the color appears you can now move the RGB Sliders either right or left to change the color to the desired intensity.

To change a color from the color palette:

- Select a color from the color bar. The color will appear in the RIGHT gadget.
- Move the RGB Sliders to change the color.
- Select the **Okay** button to save your changes, or select **Cancel** to ignore any changes made.

Copy

The **COPY** button allows you to select any of the 16 different colors and copy it to a different location on the color bar. For example, if you select RED and then select **COPY**, you can re-locate the RED color to any other position on the color bar.

A word of caution before you begin to experiment with the copy function—using the copy box will override previous color settings. What this means is you won't be able to get back any previous settings after you've copied over them. BE CAREFUL.

To copy a color into a different location in the color palette:

- Select the desired color from the palette.
- Select Copy.
- Select the location to reposition the selected color.

This allows you to “customize” the color bar for your own particular taste. (You may want to have RED directly next to PURPLE for a particular reason and this allows you to do that.)

*The **COPY** command will NOT work with Mosaic Color Patterns.*

The Ok Button

The **Okay** button allows you to save any changes you make to the color menu.

To save your particular changes:

- Select **Okay**.

The Cancel Button

The **Cancel** button “cancels out” any changes that have been made and resets the computer to the previously saved color selection. To cancel a particular setting select **Cancel**.

Brushes

The **Brushes** menu allows you to choose any one of nine different brushes to work with when entering freehand lines or shapes into your graphics.

The first brush in the menu is in the shape of a cross. This is the default brush of the program. It's preferable for intricate work with lines or dots. You can create a small dot on the screen by itself or a line if you drag the mouse in any direction.

The next brush is in the shape of a small square. It allows you to draw shapes at a slightly thicker scale than the Cross Cursor brush. This brush is valuable for underlining text to create a stronger image. It can also create borders around objects. Different colors or mosaic patterns can be selected and used in a sequence to add intensity to a shape.

The next two brushes are larger versions of the small square. They can create medium and larger lines for outlining or highlighting.

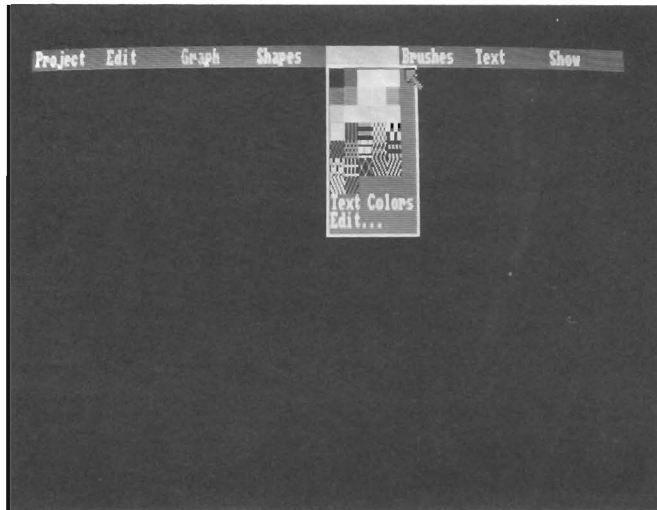


Figure 2.2 The Color Menu. Any objects created with functions from the **Shapes** menu will be made in the currently active color or pattern. The color is chosen from the palette in the **Color** menu. To choose a new color move the cursor until the color you want is highlighted and release the Menu button. The colors for text may also be changed from this menu.

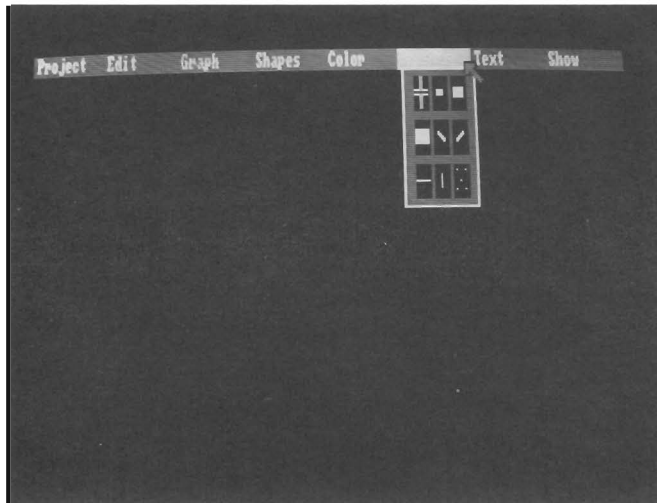


Figure 2.3 The Brush Menu. Objects created with the **Shapes** menu functions will be created with the current brush. There are nine different brushes. The cross cursor brush (upper-left corner of the menu) is a single pixel brush. The pixel is where the cross intersects. To choose a new brush move the cursor until it highlights the brush you want and release the Menu button.

There is also a pair of left and right angle brushes. The angle brush is ideal for entering freehand text. Freehand text input into a block-like graph structure can add a personalized touch for the professional business graphics presentation. The right angle brush is an alternative to the left angle brush producing similar effects on the screen.

There are also two brushes that are horizontal and vertical. The horizontal line brush draws a narrow horizontal line and a wide vertical line. Suggested uses for the horizontal brush are outlining the important features of a star chart or line chart. The vertical line brush draws a thin vertical line and a wide horizontal line. The vertical brush is useful for highlighting the important features of a line chart or entering freehand text into a graph.

The last brush in the menu consists of five points. The five point brush draws a sequence of repeating vertical or horizontal lines using any color. Please note however that the individual lines in the five point brush must all share the same color.

To select the current brush:

- While pressing the menu button, pull down the **Brushes** menu and move the cursor until the brush you want is highlighted.
- Release the Menu button.

Using a brush as an eraser:

When you need to erase all or part of an object, you can use a brush to cover up the portion you want erased. This is accomplished in Impact by choosing a brush and then setting the brush color to the same color as the background. For example, if the background color of the screen is black, then select black as the brush color and simply draw right over the area you wish to erase. It helps also to choose a fairly small sized brush to use as an eraser so you don't inadvertently erase too much of the object.

To erase an object:

- Choose the background color as the active color.
- Choose a brush.
- Draw over the unwanted object.

This will erase any unwanted object from the screen.

CHAPTER

3

Shapes

The **Shapes** menu allows you to draw lines, arcs, frames, circles, enter text, or create a background grid with any of the colors or patterns. The **Shapes** menu has seven commands: **Draw**, **Arc**, **Line**, **Frame**, **Circle**, **Text**, and **Grid**.

Draw

The **Draw** command allows you to draw freehand lines.

To create freehand shapes with the current color and brush:

- Choose **Draw** from the **Shapes** menu. A check mark will appear next to the menu option to indicate it is active.
- Hold the Selection button down to Draw and release it to stop.

Arc

The **Arc** command allows you to draw arcs of any radius or circumference. **Arc** has three options: **Normal**, **Filled**, and **Pie Slice** (outline).

A **Normal** arc appears on the screen as a portion of a circle's circumference. Only the actual curve of the arc is shown. The **Filled** arc appears as a solid pie slice while **Pie Slice** is an outline version of the same shape.

All three versions are made in the same way: you must first select the center of the circle the arc will be cut from. Next, move the cursor to the first point on the circumference and click the Select button again. A "rubberband" line appears which represents one leg of the pie slice. As you move the mouse to mark the next point on the circumference, a "rubberband" version of the pie slice will display. The arcs are always created in a clockwise manner. If you move to the right from the center location, dragging the mouse upward will produce a 360 degree arc while moving downward will produce a 1 degree arc.

Once the arc or pie slice is the shape and size you want, press the Select button again to finish the shape. If at any time you wish to abort the process, just press the Menu button.

To create an arc using the current brush and color:

- Choose **Arc** and then the desired type (**Normal**, **Filled**, **Pie Slice**) from the **Shapes** menu.
- Place the cursor at the center of the circle the arc will be cut from and press the Select button. As you move the cursor a rubberband line will appear.
- Move the cursor to the first point on the circumference and press the Select button.
- Now drag the cursor to the second point on the circumference. When the arc is the size and shape you want, press the Select button again.

Line

The **Line** command creates straight lines.

To draw straight lines with the current brush and color:

- Choose **Line** from the **Shapes** menu.
- Move the cursor to the first point of the line and press the select button. A rubberband line will appear as you move the cursor.
- Move the cursor to the end point of the line and press the Select button. To cancel the operation before it is complete press the Menu button.

Frame

The **Frame** command draws rectangles or frames. **Frame** has four aspects: **Normal** (outline), **Filled**, **Rounded Corner**, and **Filled Rounded Corner**.

The **Normal** frame command creates a rectangle outline of the desired size using the current brush and color. **Filled** is a solid version of **Normal**. The other two options, **Rounded Corner**, and **Filled Rounded Corner**, are similar but curve the corners of the rectangle.

To draw a frame using the current color and brush:

- Choose **Frame** and then the type (**Normal**, **Filled**, **Rounded Corner**, **Filled Rounded Corner**) from the **Shapes** menu.
- Place the cursor on one corner of the rectangle to create and press the Selection button.
- Move the cursor to the opposite corner. A rubberband shape will appear as you move the cursor.
- When the frame is the size you want, press the Selection button.

Circle

Circles require two presses of the Selection button to create. The first point defines the center of the circle and the second the radius. The **Circle** command has two choices: **Normal** (outline) and **Filled**.

To draw a circle using the current color and brush:

- Choose **Circle** and then the type (**Normal**, **Filled**) from the Shapes menu.
- Select the center of the circle.
- Move the cursor away from the center. A rubberband circle will appear. When the circle is the correct size press the Select button again.

Grid

The **Grid** command allows you to draw a grid or multiple grids on the screen using any color or mosaic pattern. This is particularly effective for background patterns under a bar chart.

The size of the grid pattern may be adjusted with use of the **Grid** command under the **Edit** menu. For more information on changing the size of the grid see Chapter 4 (Editing Shapes).

To create a grid with the current brush and color:

- Choose **Grid** from the **Shapes** menu.
- Place the cursor on one corner of where you want the grid to be and press the Select button. A rubberband box will appear.
- When the box is the desired size press the Select button again. To cancel the operation before it's finished press the Menu button.

Text

The **Text** command allows you to enter text onto any slide or graph using a wide variety of text styles and fonts. The **Text** command under the **Shapes** menu turns the function on or off while the styles and fonts are controlled from the **Text** main menu option.

There are five fonts and six styles to choose from. The fonts are System, Regular, Meteor, Shadow, and Olde English. They can be combined with different styles (Underline, Bold, Italics, Outline, or Shadow) to produce a wide range of effects.

The color of the text can be chosen through the **Color** menu option. There are three aspects to the color of the text: foreground, outline, and shadow. Each aspect can be set to any of the colors or patterns in the palette. Outline and shadow colors will not be displayed unless those functions are turned on under the **Text** menu option.

The text can be entered into the Table Builder, Graph Builder, or Slide Builder in a manner similar to word processing. You can move the cursor, and delete or insert characters or lines of text with simple keyboard commands. The following table contains all of the text editing commands.

Keyboard Text Editing Commands

[^] = Up Arrow	Moves cursor UP one character
[v] = Down Arrow	Moves cursor DOWN One character
[<] = Left Arrow	Moves cursor LEFT One character
[>] = Right Arrow	Moves cursor RIGHT One character
[^F] = Ctrl-F	Moves cursor RIGHT One word
[^B] = Ctrl-B	Moves cursor LEFT One word
[^D] = Ctrl-D	Deletes one character at a time
[^W] = Ctrl-W	Deletes from cursor to end of word
[^S] = Ctrl-S	Deletes from cursor to end of line
[^X] = Ctrl-X	Deletes the entire line & puts cursor at end
[^L] = Ctrl-L	Deletes entire line including line itself
[^O] = Ctrl-O	Inserts a line and moves current line down
[^V] = Ctrl-V	Toggles Insert mode On/Off
[^J] = Ctrl-J	Joins or Appends two lines together

To create text in the current font, pointsize, justification, style, and colors:

- Choose **Text** from the Shape menu. It will be check-marked to indicate selection.

The Text Menu

Under the **Text** main menu option are a series of selections which control different aspects of the characters as they are entered on the screen. The first option, **Font**, has five selections in the sub-menu.

Fonts

The **Font** command allows you to choose the kind of text font to work with. You can choose either **System**, **Regular Meteor**, **Shadow**, or **Olde English**. Different fonts can be selected at any time, and mixed or matched on the same line of text.

The **System** font is the default selection of Impact. When using **System** the default color is blue and the default pointsize is 8. **System** is good for quick text editing. It is highly readable and is very similar to a text font you would find on a CAD (Computer Aided Drafting) system.

The **Regular** font is more like a newspaper headline font. It is attractive when used for titles on graphs and charts. The default pointsize of **Regular** is 18.

The **Meteor** font is a thicker version of **Regular**. It works particularly well with **Shadow** and **Outline** for creating text slides. The default pointsize for **Meteor** font is 12.

The **Shadow** font has ONLY CAPITAL LETTERS, PUNCTUATION, AND NUMBERS. The easiest way to use it is to turn on the CAPS LOCK key. **Shadow** also uses a transparent black. The black portion of the letter

will not cover anything under it. **Shadow** creates a high-tech look for your graph titles or text slides. The default pointsize of **Shadow** is 16.

The **Olde English** font is patterned after the original Medieval Gothic lettering. It is available in either lower or uppercase. It works very well with the **Shadow** and **Outline** options. The default pointsize for **Olde English** is 18.

To choose a font or typestyle:

- Choose **Font** from the **Text** menu option. A sub-menu will open to the right with the different options available.
- Move the cursor until the font type you want is highlighted and release the Menu button. A check mark will appear next to the font type to indicate it is selected.

Pointsizes

Pointsizes allows you to access any of 18 different sizes for your text. Certain fonts will only access pointsizes up to 16, others only up to 8. You can tell how high the pointsize will go by selecting the font and then looking at the **Pointsizes** sub-menu. If the font you are currently working with cannot access a certain pointsize, it will be shaded on the **Pointsizes** sub-menu.

To choose a pointsize:

- Choose **Pointsizes** from the **Text** menu. A sub-menu will open to the right showing the different pointsizes available.
- Move the cursor until the size you want is highlighted and release the Menu button. A check mark will appear next to the size to indicate it is selected.

Justification

Justification allows you to right, left, or center justify the text as you enter it. This is particularly valuable if you want to position either margin of the text in an exact location on the screen.

The justification occurs relative to the position you choose for entering text on the screen. For example, centered justification centers the text on the point where the first character is entered. The same is true for left and right. All text is shifted to either side relative to the first character. The default setting for **Justification** is **Left**.

When you finish a line with a RETURN key the cursor will reposition itself one line down and under the original position chosen.

To change the justification:

- Choose **Justification** from the **Text** menu. A sub-menu will open to the right displaying the different options (**Left**, **Centered**, **Right**).
- Move the cursor until the justification you want is highlighted and release the Menu button. A check mark will appear to indicate selection.

Bold, Italic, Outline, and Shadow

Under the **Text** main menu option are a series of style commands which provide more flexibility in the way text is displayed. They are **Bold**, **Italics**, **Underline**, **Outline**, and **Shadow**.

The style commands can be used with any font and in any combination. **Bold** makes each character thicker while **Italics** places a slant on the font. **Underline** puts a line under the text in proportion to the pointsize of the font being used. **Outline** uses a selected color to place a thin outline or highlight around each character, and **Shadow** creates a drop shadow for each character.

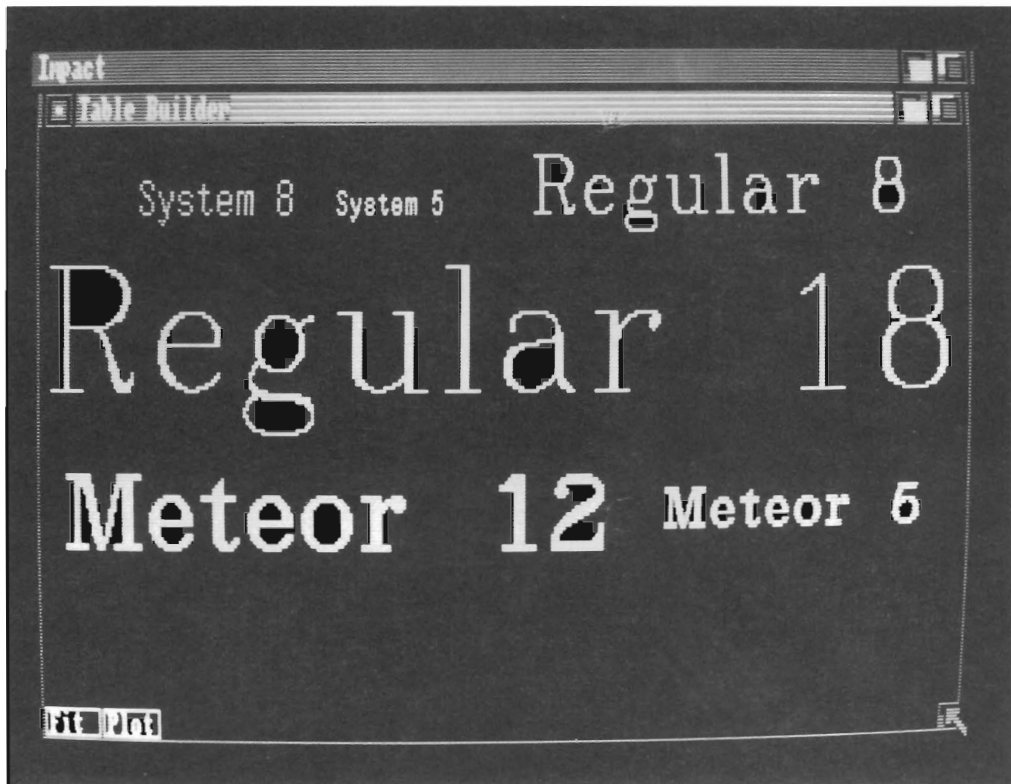


Figure 3.1 Samples of Fonts and Pointsizes. The options beneath the **Text** menu control the appearance of text produced. The first option, **Font** chooses the type style. There are five different fonts to choose from. The size of the lettering is handled with the **Pointsize** function. There are 18 different pointsizes, but not every pointsizes is available for each font. When a pointsizes is not available it is shaded on the menu. The five style options (**Bold**, **Underline**, **Italic**, **Outline**, and **Shadow**) may be used in any combination. **Bold** doubles the lines used to create the font, and **Italic** places a slant to the lettering. **Outline** places a single pixel outline around each letter and **Shadow** creates a drop shadow effect.

The colors for **Outline** and **Shadow** are selected with the **Text Colors** command under the **Color** menu.

To turn on or off a style (Bold, Italic, Outline, Shadow):

- Choose the appropriate item from under the **Text** menu. A sub-menu will open to the right.
- Move the cursor until it highlights the condition you want and release the Menu button.

Text Colors

The colors used by the different text options are controlled from the **Color** menu. The main color for text is the foreground color which is changed with the **Foreground** command. Both the **Outline** and **Shadow** colors are changed from here as well.

Under the **Color** menu is an option labeled **Text Colors**. When this is selected a sub-menu opens to the right with the **Foreground**, **Outline**, and **Shadow** options. Each function is displayed in its currently active color. The only exception to this rule is if a Mosaic pattern is chosen, only the foreground color will display.

To change the color of a text option:

- Choose the color you want from the palette.
- Choose **Text Colors** from the **Color** menu. A sub-menu will open to the right with the different options available (**Foreground**, **Outline**, **Shadow**).
- Move the cursor until it highlights the option you want and release the Menu button. The option will change to the color you selected.

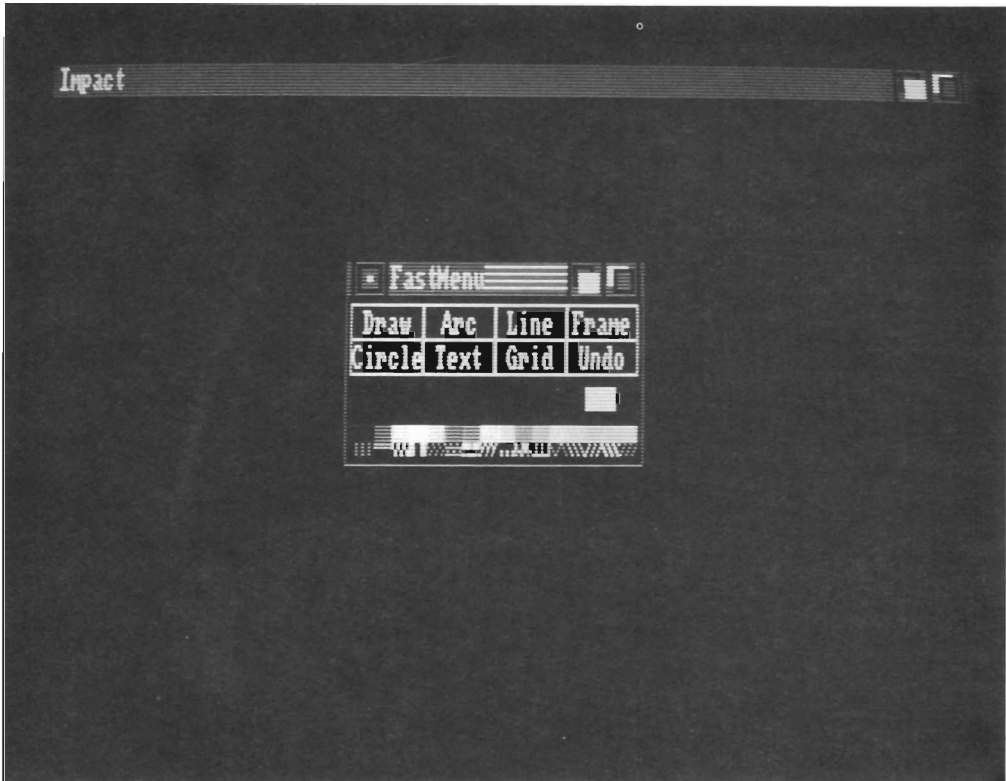


Figure 3.2 The Fast Menu. The Fast Menu is a quick method for reaching the commands under the **Shapes** and **Color** menus. It's a window which can be moved around the screen or brought forward or back with the Amiga window gadgets. All of the commands under the **Shapes** menu can be accessed from here, and the current color or pattern may be chosen. To begin using a shape, activate the button by selecting it. **Shapes** functions which have options will display the current option in the space beneath the buttons and above the color palette. The option can be changed by selecting it. It will advance to the next option for that shape. The current color can be changed by selecting it from the palette. The active color will display in a box above the palette on the right. To put the Fast Menu away select the close window gadget in the upper-left corner of the window. To display the Fast Menu choose **Fast Menu** from the **Project** menu.

The Fast Menu

The Fast Menu is a window which allows you quick access to the color palette and the drawing tools of the **Shapes** menu. It is an Amiga window and can be moved around the screen, put behind other windows or brought forward.

Each tool is represented by a button in the window. When the button is active the current option for that button is displayed in the space beneath the button area. For example, if the active shape under the **Shape** menu was normal circles the **Circle** button would be highlighted and the option space would display **normal**.

To change the circle type you would select the word **normal**. It would change to **filled**, the next choice in the **Circle** sub-menu.

The **Undo** button works only for the Slide Builder area.

On the right side of the option area is a block of color showing the current color used by the brush. To change the current color you would select the color or pattern from the palette at the bottom of the window.

To choose a shape tool from the Fast Menu:

- Select the button you want. The button will highlight when active.
- If the shape has options, the active one will appear in the area beneath the shape buttons. To choose another option, select the current one. It will change to the next option in the sub-menu.

To undo the last action in the Slide Builder:

- Select the **Undo** button from the Fast Menu.

To change the current color or pattern:

- Select the color block you want from the color palette. If the Fast Menu is not active (title bar shaded) you may have trouble picking the color you want. Activating the window first (clicking inside it), will make selection easier.

To open the Fast Menu:

- Choose **Fast Menu** from the **Project** menu.

To close the Fast Menu:

- Select the close window gadget located in the upper-left corner of the window.

CHAPTER

4

Editing Shapes

Once shapes and objects are created, inevitably they will need to be changed, moved, or deleted. The commands under the **Edit** menu provide you with these types of tools. There are also two commands which make creating the objects easier. This breaks the **Edit** menu into two parts. The first series of commands are concerned with editing while **Line Cursor** and **Grid** are enhancements to making shapes.

In discussing editing there is a lot of reference to objects. Impact is an object-oriented drawing package. It sees everything created as individual items. If you draw two circles overlapping each other, Impact still sees those as two separate circles. Each of them is an object. This includes graphs and tables of text as well. On a slide an entire graph is an object while in the Graph Builder each part (labels, axis, legends, etc.) of the graph is an object.

Undo

The first command under the **Edit** menu is **Undo**. This is your “Oops, I didn’t mean to do that!” function. It removes the last function performed from a slide, graph, or table. It’s more powerful than most undo functions

found in other drawing or paint packages. Not only will it remove the last operation but every operation before that—one at a time. So, if you choose **Undo** the last action performed will be erased. If you choose it again the action previous to last will be erased and so on until there is a blank screen.

Undo is broken into three sub-commands: **Undo Slide**, **Undo Graph**, and **Undo Table**. This is necessary because you can have all three functions going on the screen at the same time. Each **Undo** option works the same—it removes the last operation from its particular window. So choosing **Undo Graph** will undo the last action in the Graph Builder while **Undo Slide** will remove the last action from the main drawing screen.

Each **Undo** function is only available if its particular window is active on the screen.

To remove the last action from the main drawing screen:

- Choose **Undo** and then **Slide** from the **Edit** menu.

To remove the last action from a graph:

- Choose **Undo** and then **Graph** from the **Edit** menu.

To remove the last action from a table:

- Choose **Undo** and then **Table** from the **Edit** menu.

Select

Select and **Region** work together to form the heart of the editing toolbox. To edit an object it must first be selected. Once selected all of the commands under the **Region** sub-menu may be used to change an object. Also, the color of an object can be changed by choosing a new color

while it is selected. If it's text, any of the text options (font, pointsize, style, etc.) can be changed by selecting the new function from the **Text** menu. The only exception to text is justification. It is not available while editing.

When you are editing only those actions appropriate to editing will function. Most of the rest of the menu options will appear shaded to indicate they are inactive until you turn **Select** off. When **Select** is on, the cursor changes to an arrow with the word **Edit** attached to it. An object is selected by placing the cursor on it and pressing the Select mouse button. The object will highlight to indicate selection. In some cases the highlighting will appear as small squares on different points of the object.

When selecting an object be sure the cursor is touching a solid part of the object. For example, to select an outline circle the cursor must be on the outline of the circle. If you put the cursor in the middle of the circle Impact would not recognize it.

You can select more than one object at a time for a single editing operation. To change three objects to a single color for instance, you select all three objects and then choose their new color from the **Color** menu.

To undo a change made with the **Edit** menu function, **undo** must be chosen before the item changed is de-selected. If you de-select the item will be erased. If you choose **undo** while the item is still selected, it will be returned to its previous condition.

To begin the editing process:

- Choose **Select** from the **Edit** menu. A sub-menu will open to the right with the on/off options.
- Move the cursor until **On** is highlighted and release the Menu button.

To choose items for editing:

- Be sure **Select** is turned on. The cursor will change to an arrow with the word **Edit** attached to it.
- Place the cursor on the item to edit and press the Selection button. You may repeat this to choose as many items as you want for a single editing command.

To de-select items:

- Place the cursor on the selected item and press the Selection button.

To end the editing process:

- Choose **Select** from the **Edit** menu. A sub-menu will open to the right with the on/off options.
- Move the cursor until **Off** is highlighted and release the Menu button.

Region

The **Region** sub-menu has six options. The first four may be used on any object to move, delete, copy, or resize it. The last two are used with graphs and tables. The six options are **Delete**, **Move**, **Copy**, **Resize**, **Explode**, and **Edit**.

The first five commands are all reversible with the **Undo** function.

Delete

Delete will remove an object permanently from a slide, graph, or table.

To remove selected objects:

- Choose **Region** from the **Edit** menu. A sub-menu will open to the right with the different options available.
- Move the cursor until **Delete** is highlighted and release the Menu button.

Move

Move will relocate an object or objects to a new location on the screen. Once the command is chosen, a frame representing the size of the object will appear attached to the cursor. If more than one object is chosen for the move, the frame will be large enough to hold them all. The frame is then moved to the new position. Multiple objects moved together will retain their relative distances from each other.

To move selected objects to a new position:

- Choose **Region** from the **Edit** menu. A sub-menu will open to the right with the different options available.
- Move the cursor until **Move** is highlighted and release the Menu button.
- A frame will appear attached to the cursor. Move the frame to the new position and press the Selection button. To cancel the operation press the Menu button.

Copy

Copy is similar to **Move**. It may be used on multiple objects and has a frame attached to the cursor for placing the objects in the new position. The difference is a duplicate is made instead of moving the selected objects.

To make a duplicate of selected objects:

- Choose **Region** from the **Edit** menu. A sub-menu will open to the right with the different options available.
- Move the cursor until **Copy** is highlighted and release the Menu button.
- A frame representing the copied objects will appear attached to the cursor. Move the frame until it is where you want the copy positioned and press the Selection button. To cancel the operation at any time press the Menu button.

Resize

Resize allows you to enlarge, shrink, or distort the selected objects. It uses a reference frame similar to **Move** and **Copy**. The frame represents the current size of the object but is resizable with the cursor. After the command is chosen the cursor is attached to the upper-left corner of the frame. The center of the frame is fixed to the center of the selected items. By moving the cursor, the size of the frame changes.

The height or length of some objects can be changed independently. Frames, grids, lines, and freehand drawings may all be distorted (one dimension stretched longer than another) as well as resized. Circles and arcs won't distort, but use the vertical dimension to select the new diameter.

If multiple objects are selected, their centers will change in relation to the change in size or shape. Once again circles and arcs involve an exception. If multiple circles (or arcs) are chosen and the frame is resized proportionally (height and length the same) the circles will change size and location proportionally. Both the vertical and horizontal dimensions of the frame are taken into account in picking the new centers for the objects, but the size of the circles are always determined by the vertical dimension. Because of this a frame stretched vertically will produce large circles with little movements of their centers horizontally.

A frame stretched horizontally will produce small circles with large movements of their centers horizontally.

Text may be used with the **Resize** command but a more accurate method is to change the pointsize from the **Text** menu while the object is selected.

Since the cursor is attached to the upper-left corner of the resize frame, the starting frame will usually be distorted because the cursor is still in the menu area when the function becomes active. To get an idea of the starting size of the object, move the cursor until the frame touches the object on all sides. This will give you a starting point and make it easier to judge the change in size.

To change the size of selected objects:

- Choose **Region** from the **Edit** menu. A sub-menu will open to the right with the different options available.
- Move the cursor until **Resize** is highlighted and release the Menu button.
- A frame will appear attached to the cursor. Adjust the frame until it represents the new size of the object and press the Selection button. To cancel the operation at any time press the Menu button.

Explode

The **Explode** command works only with the Graph Builder. It creates an “exploded” pie chart. Selected pie slices are set apart from the rest of the pie to stress important data. The function also works in reverse and pulls exploded pie segments back into the pie.

To explode a pie slice from the rest of the pie chart:

- The pie chart must be in the Graph Builder window. Choose **Select** and then **On** from the **Edit** menu.

- Select the pie slice to explode. It will highlight to show selection.
- Choose **Region** from the **Edit** menu. A sub-menu will open to the right. Move the cursor until it is on **Explode** and release the mouse button.

To place an exploded pie slice back into the pie:

- Use the steps above choosing instead an already exploded slice.

Edit

The **Region/Edit** option is similar to **Explode** because it may only be used with graphs or tables. Once a graph or table has been placed on a slide it becomes a single object. To edit a part of it requires placing the graph or table back into its appropriate window (Graph Builder, Table Builder). The **Region/Edit** command does this. More information on using this command can be found in Chapter 5 (The Graph Builder) under “Editing Graphs” and in Chapter 6 (The Table Builder) under “Editing Tables.”

To place a selected graph or table back into its window for editing:

- Choose **Region** from the **Edit** menu. A sub-menu will open to the right. Move the cursor until **Edit** is selected and release the Menu button.
- The graph or table will be removed from the slide and placed back into its appropriate window for editing.

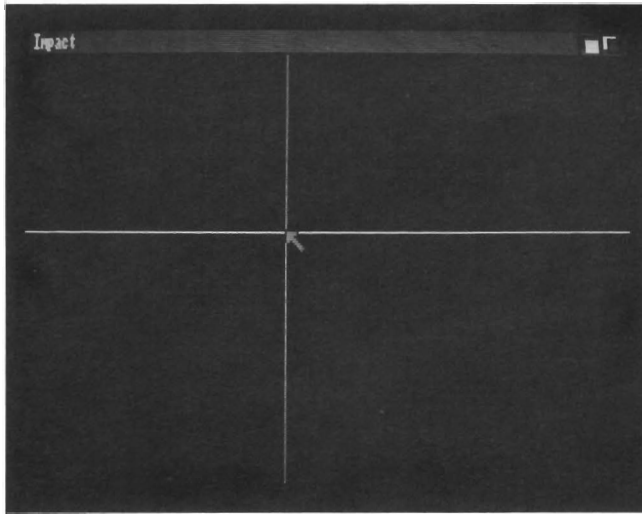


Figure 4.1 The Line Cursor. The **Line Cursor** command attaches a set of crosshairs to the cursor. The lines extend for the full length and width of the screen and are useful for lining up objects. To turn the crosshairs on or off choose **Line Cursor** from the **Edit** menu.

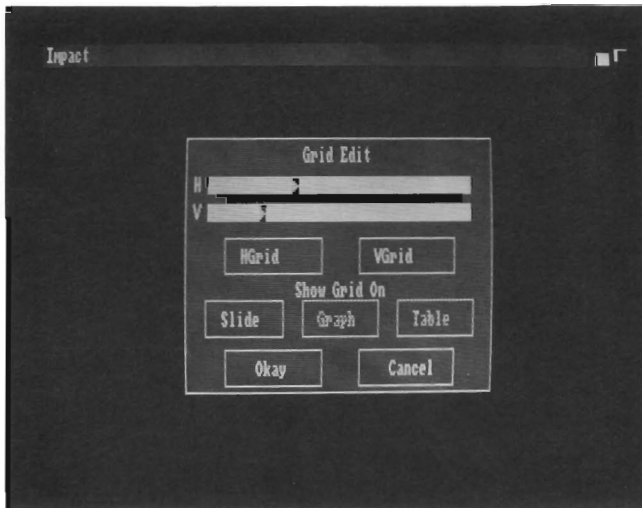


Figure 4.2 The Grid Edit Requestor. The Grid Edit requestor provides two grid related functions. The first is the size of the grid pattern displayed by the **Grid** function under the **Shapes** menu. It is set with the slide controls. The other function is a constraining grid. When the grid is turned on, objects created with the **Shapes** menu will constrain their points to the specified grid intersections. The horizontal and vertical grids may be set and turned on or off independently. They are active when the button is highlighted. A grid may be enlarged by dragging its slider to the right. Moving it to the left will shrink the space between grid lines.

Line Cursor

Line Cursor places a set of crosshairs on the screen attached to the cursor. This can be useful for lining up objects as you create or edit them. The crosshair lines run the full length of the screen and intersect at the cursor location.

To turn a set of crosshairs on or off:

- Choose **Line Cursor** from the **Edit** menu. A sub-menu will open to the right with **On** and **Off** options. Move the cursor until it highlights the option of your choice and release the Menu button.

Grid

Grid constrains objects as they are created to the intersections of a grid pattern. The height and width of the grid may be individually adjusted or turned on and off. It also defines the grid pattern for **Grid** under the **Shapes** menu.

Choosing the command produces a requestor on the screen with two slider controls, two edit boxes, and seven buttons. The sliders and edit boxes control the size of the grid lines, while the buttons turn on or off the different grids, display the current grid pattern, and accept or cancel the changes made in the requestor.

The sliders indicate the size of the different grids in pixels. At the end of each slider is an edit box with the numeric value represented by the slider. The top slider, labeled **H**, controls the horizontal grid. These are represented as vertical lines on the screen—each line marking a horizontal location. The opposite is true for the second slider (**V**); it controls the vertical locations and appears as horizontal lines.

The top five buttons of the **Grid** requestor activate the different grids and display the current pattern. **HGrid** will activate the horizontal grid

and force objects being created to constrain their horizontal movements to horizontal grid points. **VGrid** operates in the same manner limiting objects to vertical grid points. If both buttons are turned on, objects created will be constrained to the intersection points of the grid.

The three buttons (**Slide**, **Graph**, **Table**) located under **Show Grid On**: remove the requestor from the screen temporarily and display the current grid pattern in the selected window. The button selected will remove any other windows from the screen while displaying the grid. If a particular window type is not active the button will be shaded to indicate it is not usable.

The **Grid** command under the **Shapes** menu uses the values from this requestor to determine the type of grid it creates. The values set with the sliders are used whether the **HGrid** or **VGrid** buttons are active. If the buttons are active any grids created with the command will be clean (no trailing lines).

The **Okay** and **Cancel** buttons accept or cancel any changes made in the requestor. To leave the requestor you must choose one of these buttons.

To display the grid requestor:

- Choose **Grid** from the **Edit** menu.

To set the grid pattern:

- Drag the sliders until the numbers in the edit boxes show the number of pixels you want between each grid line. You can also change the number directly from the keyboard by clicking inside the edit box to activate it and typing in the new value.

To see the grid pattern:

- Click on the button (**Slide, Graph, Table**) under **Show Grid On:** which represents the window you want to see the grid displayed in.
- When you are done viewing the grid, press any key or mouse button. The screen will be restored to its original condition and the **Grid** requestor displayed.

To turn on a constraining grid:

- Click on the button (**VGrid, HGrid**) for the grid type you want activated. If a button is highlighted, that grid is turned on.

To leave the grid requestor:

- Click on **Okay** to use all the grid settings as they are displayed.
- Click on **Cancel** to cancel any changes made to the requestor while it was displayed.

CHAPTER

5

The Graph Builder

The Graph Builder is a window for creating charts and graphs. Once a graph is made with the Graph Builder it may be placed onto a slide. It is then an object on the slide in the same manner that a line or a circle is an object. You can think of the Graph Builder then as an extension of the **Shapes** menu.

Overview

To create a graph you must first activate the Graph Builder window. The data for the graph is then entered either manually or from a disk file into tables known as **Series**. Impact will allow up to eight different series at one time for each graph. An example of a series of data might be the sales figures for a store broken into months. A sample label in this case would be January and the data for that label might be 150000. The name of the series would be the name of the store or just "Store 1". To compare the sales figures of another store you would enter a new series titled "Store 2".

Once the data for the graph has been entered, a graph type is chosen. There are four major graph types to choose from: Bar, Line/Area, Pie,

and Icon. Within each of these graph types are different options. Once the type is chosen from the **Graph** menu its requestor is presented on the screen. You choose the particular options from this requestor. The graph will plot behind the requestor so you may see the effect the different options have on it.

When the basic graph is correct the requestor is closed. You can edit the graph in a number of ways at this point. The labels of the graph can be removed or changed to any color or pattern, as can the axes, tic marks, and legends. By changing the color of the legends you change the color of the graph parts they represent.

The polarity of the graph can be changed as well as the spacing between the tic marks and the point where the Y axis intercepts the X axis. The size of the graph can be changed by adjusting the size of the window.

All the editing features under the **Edit** menu are available and each part of the graph is an object which may be edited. For example, a single bar from a bar chart can be moved, copied, deleted, or resized. The functions under the **Shapes** menu are also active.

Once the graph is complete it may be saved as an individual file or plotted onto a slide. Once the graph is plotted it is a separate object and any editing of its component parts must be done inside the Graph Builder. A plotted graph is put back into the Graph Builder with the **Region/ Edit** command from the **Edit** menu.

The steps to creating a new graph:

- Open the Graph Builder window.
- Enter the data for the graph into the proper series.
- Select the type of graph and any options.

- Edit the graph with tools from the **Special** requestor, **Edit** menu, or **Shapes** menu.
- Plot the graph.

The Graph Builder Window

The Graph Builder is a regular Amiga window. It has window-front and window-back gadgets as well as a close box. Clicking in the close box of the window will cancel any graph being created. A requestor will prompt you to be sure you want to close the window before destroying the graph.

The window also has a resize gadget in the bottom right corner. The graph can be resized by changing the size of the window. It can also be distorted by changing the length/height ratios of the window. A long, narrow window will produce a long narrow graph.

In the bottom left corner are two other gadgets that control the window as a whole. The **Draw** button will redraw the graph in its original shape and location. This is handy for redrawing the graph after you've changed the series data, or for canceling any changes you've made with the **Edit** menu functions. The **Plot** button is used for placing the finished graph onto a slide. Both **Plot** and **Draw** will appear shaded when the **Edit** functions are active. This indicates they may not be used.

To open the Graph Builder window for a new graph:

- Choose **New** from the **Project** menu. A sub-menu will open to the right. From the sub-menu choose **Graph**.

To cancel building a graph:

- Click on the close-window gadget in the top-left corner of the window.

To change the size of a graph:

- Use the window-resize gadget in the lower-right corner of the window. (Place the cursor on the gadget and hold down the Selection button. A rubberband frame will appear attached to the cursor. Drag the frame until it's the size you want the window to be and release the Selection button.)

To redraw a graph in its original shape and location:

- Click on the **Draw** button in the bottom-left corner of the window.

To place the finished graph onto a slide:

- Click on the **Plot** button in the bottom-left corner of the window.
- A requestor will appear providing the chance to change your mind. (*This is important because canceling a graph while plotting it will delete the graph completely.*) Click on the **YES** button to continue plotting and the **NO** button to return to the Graph Builder.
- A frame the same size as the graph will appear attached to the cursor. By moving the cursor around you can position the graph on the slide. When the frame is where you want the graph, press the Selection button. To **CANCEL** the graph press the Menu button. Canceling the graph will return you to what you were doing before you opened the Graph Builder.
- Once the graph is drawn on the slide the frame will reappear again. You can plot the graph again or cancel the operation by pressing the Menu button. The graph will be deleted from memory if you choose to cancel.

Series

There are two methods of entering data for graphs. The first is to enter the data directly from the keyboard into the series table, and the other is to import the data from a file on disk. The **Import** feature allows you to move data from other sources such as databases and spreadsheets into Impact (see Appendix C).

When a new graph is started, the Graph Builder window displays the **Series Storage** requestor. This requestor is for entering data from the keyboard. If you want to import data, close the requestor by choosing **Cancel** and use **Import** from the **Graph** menu.

The **Series Storage** requestor has an edit box for entering the name of the series you are opening. The name of a series may be 16 characters in length and contain numbers, letters, or punctuation.

Impact allows up to eight separate series for each graph. Each series may contain 20 items of data. For example, a sales study for a store could display monthly sales for 20 months. A study of multiple stores could show eight stores for 20 months, or reversing the way data is entered, could show 20 stores for eight months.

Each item in the series has a label and a value. Each label may contain up to 17 characters (numbers, letters, punctuation). Labels may also be numeric. Values are numeric only and may range from -9,999,999,999,999,999 to +99,999,999,999,999,999. Values may also be fractional.

When multiple sets of data are plotted on a graph the labels are used for lining up the values. This is also true with graph types (pie charts for example) that total all of the series together to produce a result. Impact looks for an exact match (capitalization included) when matching labels across series. In the store example, the months are the labels so that January's sales would be grouped together. If one set of data were entered with a "january" (lower case J) label, it would have its

own place in the graph while all the other stores for that month would be grouped under “January”.

Once a series has been entered it can be edited at any time by using the **Open Series** command from the **Graph** menu. The data will appear in the series requestor and can be changed in the normal fashion.

With the **Show Series** requestor a series may also be deleted or have its name changed. Also, individual series can be excluded without actually deleting them to produce different versions of the graph.

To begin a new series:

- Choose **Open Series** from the **Graph** menu. A requestor will appear in the center of the screen. (If you are starting a new graph the requestor for the first series will be displayed automatically.)
- Click inside the edit box to activate it. It is active when the text cursor appears in the left corner.
- Type in the name of the series.
- Select **Okay** to accept the name you have entered. To back out of this operation select **Cancel**.

To load data into a series from a disk file:

- Choose **Import** from the **Graph** menu. If an **Open Series** requestor is on the screen, close it by selecting the **Cancel** button.
- A file requestor will appear on the screen. Click inside the edit box to activate it and type in the name of the data file.
- Select the **Okay** button to accept the name and begin loading the data. To back out of the operation choose **Cancel**.

Note: More information on import files may be found in Appendix C (Import File Formats).

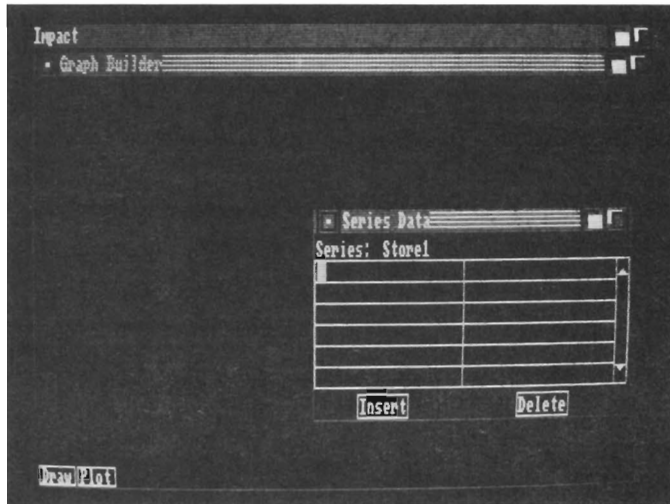


Figure 5.1 The Series Data Window. Data for a graph is entered into windows called Series. The column on the left is for the label and the column on the right is the actual data. On the right of the window is a scroll bar for moving through the data. Below the columns are two buttons for inserting and deleting lines of data from the list. To insert a line, select **Insert** and place the cursor on the line below where you want a new one inserted. To delete a line from the list, select **Delete** and then select the line to delete.

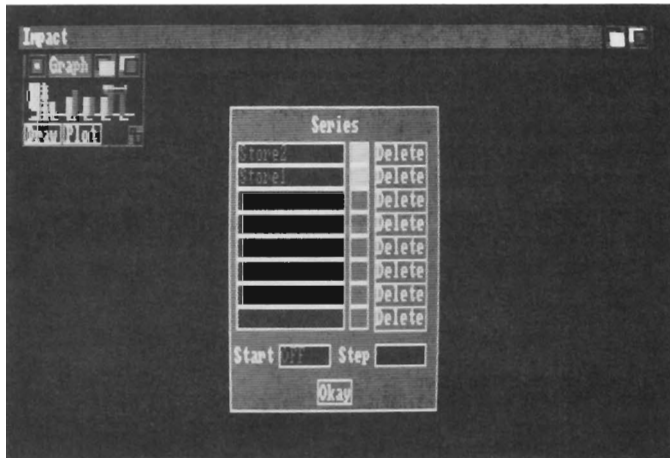


Figure 5.2 The Show Series Requestor. The series used to produce the current graph can be controlled from the Show Series requestor. All of the active series for the graph are displayed. A name may be changed by activating the edit box and typing in the new name. To the right of each edit box are two gadgets. The first determines whether the series will be used to compute the graph and the second deletes the series from memory. The series will be used in the graph if the first gadget is highlighted. Entering Series data may also be automated with the **Start** and **Step** functions.

The Series Requestor

After the name of a series has been entered the series requestor is displayed. At the top is the name of the series. Below the name are two columns. The left column is for labels and the right for data. There is room for six labels and values in the window. After six items have been entered the window begins to scroll.

The arrow gadgets on the right are for scrolling the labels and values up and down in the series. They're also used to move the cursor up and down the list displayed in the window. To correct a value two lines up from your current position for example, click the UP arrow twice. The cursor will move up the two lines. Then press TAB or RETURN and the cursor will be in place to make the change.

Below the data area are two buttons, **Insert** and **Delete**. **Insert** will place a blank line above the line you select. **Delete** will erase the chosen line.

The series requestor is a normal Amiga window. It may be moved about the screen by dragging its border, and moved front or back with the window-front and window-back gadgets. The close box will remove the window from the screen but will not delete the data in the series.

To enter series data:

- Labels are entered in the left column - values in the right. Type in the first label and press TAB or RETURN to move the cursor to the value column.
- Enter the value (numeric only) and press TAB or RETURN to move to the next label. Repeat the process until all the data is entered. You may enter twenty labels and values for a single series.

To move the cursor UP in the series:

- Click on the UP arrow gadget located to the right of the label and value columns.

To move the cursor DOWN in the series:

- Click on the DOWN arrow gadget located to the right of the label and value columns, or press the TAB or RETURN key.

To add a new line to a series:

- Select the **Insert** button. The text cursor will disappear from the requestor.
- Place the cursor on the line BELOW where you want the new line to be and press the Selection button. The line you chose and all lines below it will be moved down one line.

To erase a line from a series:

- Select the **Delete** button. The text cursor will disappear from the requestor.
- Place the cursor on the line to delete and press the Selection button.

To remove the series window from the screen:

- Select the window-close box in the top-left corner of the window. This does not delete the series. It only removes it from the screen.

The Show Series Requestor

Impact provides another set of tools for working with the series data. These are located in a separate requestor which is displayed by choosing the **Show Series** option from the **Graph** menu.

The **Show Series** requestor has eight edit boxes which display the names of the series for the current graph. Unused series appear empty and shaded. To the right of each name is a square on/off gadget. If the square is filled, it's turned on and the accompanying series will be included in the graph. An empty square indicates the series will not be included in the graph. The switch can be changed from one state to the other by clicking on it.

To the right of the switches are **Delete** buttons. Clicking inside one will delete its series completely.

Below the three columns of gadgets are two edit boxes. One is labeled **Start** and the other **Step**. They are used for automatic entry of data into the label side of a series. They may be used with numeric data only. **Start** is the beginning value and **Step** the increment for each label. For example, the sales figures for different years are incremented by one. The **Start** edit box in this case is set to the beginning year and **Step** set to one. When data is entered into the series, the labels appear automatically.

When **Start** is set to **Off** the function is inactive. If a value is placed in **Start** it will appear in every series opened. When the function is active, you may only enter data into the values side of the series requestor.

If you begin auto-entering labels into a series which already has data, Impact will still look at the FIRST label of the series for the starting value and increment from there. For example: the **Start** and **Step** amounts are both set to ten and there are already three labels and values in the series. When the data is entered into the series the number appearing in the fourth label is 40. This is regardless of any characters or numbers in the first three labels.

To open the Show Series requestor:

- Choose **Show Series** from the **Graph** menu.

To change the name of a series:

- Click inside the edit box with the name of the series you want to change. When the text cursor appears, the box is active.
- When the changes are complete press the RETURN key or begin any other task in the requestor.

To include or exclude a series from a graph:

- Click inside the on/off gadget (the third column of gadgets) next to the name of the series. If the square is filled (highlighted) it is turned on and that series will be included in the graph.

To remove a series completely from memory:

- Select the **Delete** button next to the name of the series you wish to remove.

To begin automatic, incremented data entry of labels:

- Click inside the **Start** edit box to activate it.
- Type in the starting value (numeric only) for the first label.
- Click inside the **Step** edit box.
- Enter the increment value (numeric only) for each label.

To turn off automatic, incremented data entry:

- Click inside the **Start** edit box to activate it.
- Type in the command: **Off**.

To close the Show Series requestor and accept any changes:

- Select the **Okay** button.

Graph Types

There are four major graph types: bar, line/area, pie, and icon. Each graph type has different options. The options are selected from individual requestors for each type.

The graph requestors all work in the same manner. There are icons on the requestor which represent the different graphs available for the type. For example, the line/area chart requestor has icons for line charts, multiple-data line charts, area charts, multiple-data area charts, scattergrams, and multiple-data scattergrams.

Once the requestor is presented you click on the icon representing the option you want. The graph will be drawn immediately. This allows you to see the results of your choice while the requestor is still up. If you don't like the particular style you can change it by choosing another icon.

Each requestor has buttons for additional features. The bar and line charts can be switched from a vertical to a horizontal display. There is also 3-D perspective for bar and pie charts.

All of the different graphs have one thing in common: they display the data in all of the active series. Even if the graph icon shows a single line plotted, it is the total of all of the data in the active series. If you want to plot a single series of data out of many, the others should be turned off with the **Show Series** requestor. Any active series will be included in any graph created. In the case of multiple-data graphs each series will plot in a different color.

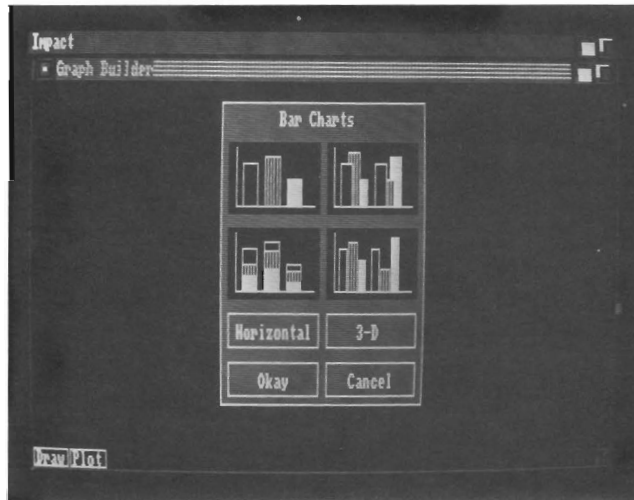


Figure 5.3 The Bar Chart Requestor. Choosing **Bar** from the **Graph** menu will display the Bar Chart requestor. There are four different types of bar charts. Each type is represented with a different icon. The type is selected by clicking on the icon. The single bar will total all of the series and display the results in a single color with one bar for each label. Stacked bar charts are the same but show the percentage of contribution each series made. Multiple data bar charts display a bar for each label in each series. Each series is given its own color. Charts may be drawn with the horizontal button active to flip the chart. The 3-D function produces a 3 dimensional block effect for each bar.

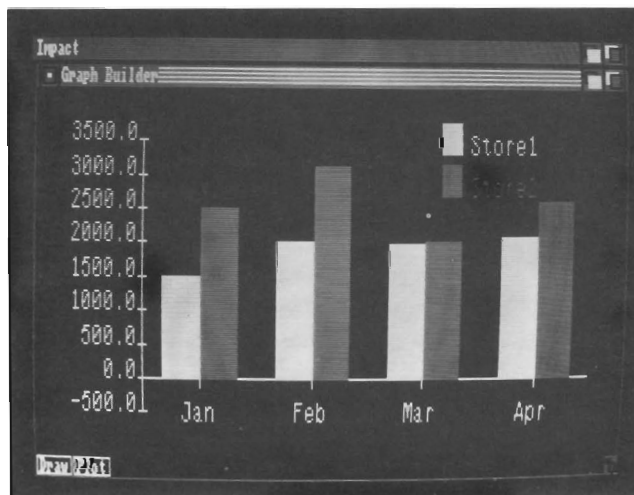


Figure 5.4 A Side-by-Side Bar Chart. This sample is a bar chart produced with the data entered in the tutorial. Each series is shown in a different color and one bar is produced for each label. The graphs on the succeeding pages use the same data. Note the different ways the same data can be interpreted.

Bar charts are best for displaying values over a length of time (e.g. sales figures). There are four types of bar charts: regular, stacked, layered, and side-by-side. A regular chart has a single bar for each label and one color. All of the series are grouped by label into the single bars. Stacked charts are similar to regular but break each bar into sections to show the contribution of each series to the whole. Each series is shown in a different color. Layered charts provide a separate color for each series and a separate bar for each label in a series. The bars are grouped together by label, overlapping each other. This saves space in the chart and sets the different groups apart. Side-by-side charts are the same as layered, but the bars are not overlapping each other in the groupings. All bar charts can be displayed in a horizontal format and in 3-D.

Line charts, area charts, and scattergrams are all options of the **Line/Area** requestor. There are six options: single line, multiple line, single area, multiple area, single scatter, and multiple scatter. The single graphs plot a total of all the active series in a single color. The multiple graphs use a different color for each series. The only other option on this requestor is a horizontal format.

Single line and area charts are good for displaying a trend. The multiple line graphs are useful for tracking the change of series data relative to each series. While multiple-area graphs will show a trend and the donation each series made to the whole. Scattergrams can help display a trend in seemingly random data.

Pie charts display contributions each item makes to a whole. You might use a pie chart to compare expenses for different divisions of a company or the sales of different products.

There are two types of pie charts: regular and exploded. A regular pie shows a total of all active series with a different color and wedge for each label. Inside each wedge is the percentage breakdown each wedge contributes to the whole. Exploded pies are similar to regular pies except the smallest wedge is separated from the pie. Either type of pie may

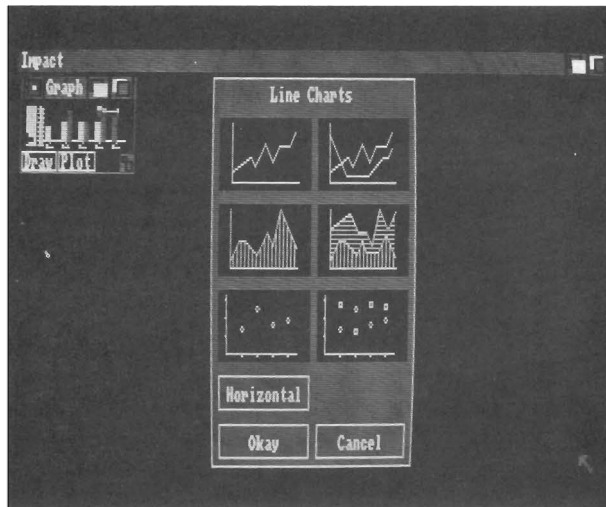


Figure 5.5 The Line Chart Requestor. Choosing **Line** from the **Graph** menu will display the Line Chart requestor. There are six different types of graphs to choose from. The graphs on the left total all of the series and display the result with a single line, area, or scattergram. Line charts are useful for displaying a trend. An area chart can show the same trend more quickly since it is easier to grasp. Multiple area charts show the percentage each series makes to the whole. Scattergrams display groupings of data. They are most useful in the multiple data version. All of the line charts can be drawn with the horizontal option.

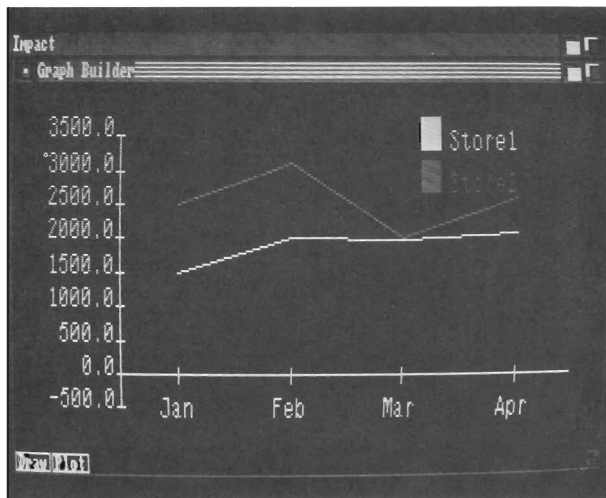


Figure 5.6 A Multiple Line Chart. This is the same data as displayed in the bar chart on the previous page. Notice with this type of chart it is easier to see an apparent trend involving both stores in the January-February time frame. This is not quickly grasped with the bar chart display. The bar charts worked better for comparing the two stores on a month by month basis.

be changed to any combination of wedges exploded or in the pie. Also, pie charts may use 3-D perspective.

Icon graphs are single bar charts which use symbols you create to build the individual bars. The icons must first be built in the Icon Builder and saved to a file on disk before they may be used in a graph. Selecting the **Icon** option of the **Graph** menu will produce a requestor asking for the name of the disk file of the icon. A detailed description of the icon builder and how to create icons can be found in Chapter 6 (The Icon Builder).

To draw a bar, line, area, scattergram, or pie chart of the currently active series:

- Choose the graph type (**Bar**, **Line/Area**, **Pie**) from the **Graph** menu. A requestor will be displayed with the different options available.
- Click on the icon which represents the version of the graph you want. It will be drawn right after you release the Selection button.
- Choose any other option or change the graph type. When the chart is correct choose the **Okay** button. To abandon this type of graph choose **Cancel**.

To draw an icon graph with the currently active series:

- Choose **Icon** from the **Graph** menu. A file requestor will appear.
- Click inside the edit box to make it active and type in the name of the icon to use for the graph.
- Select the **Okay** button to open the file and draw the graph. To abandon this type of chart choose **Cancel**.

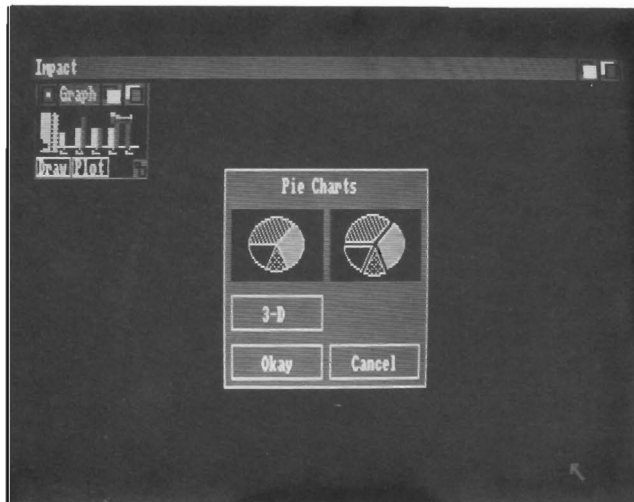


Figure 5.7 The Pie Chart Requestor. Choosing **Pie** from the **Graph** requestor will display the Pie Chart requestor. There are two types of pie charts: regular and exploded. The exploded function will separate the smallest pie segment from the whole when the graph is drawn. Any segment may be exploded from the pie or returned to the whole with the **Region/Explode** command. Pie charts may be displayed in 3-D.

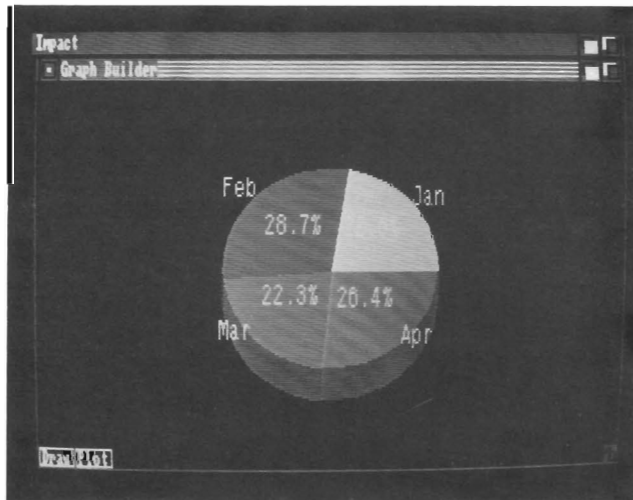


Figure 5.8 A Pie Chart. Again this graph displays the sales data shown in the graphs on previous pages. Each segment is a label and both series (Stores) have been totaled to produce the pie. This graph displays the contribution each month made to the quarter's sales. If the data were entered into the series by store (each month a separate series) the resulting pie chart would have two segments—one for each store.

Editing Graphs

Everything discussed so far creates just the basic graph. Once it's been drawn you can enhance it further with tools from the **Shapes**, **Edit** and **Graph** menus.

The Graph/Special Requestor

Under the **Graph** menu is an option labeled **Special** which controls a series of functions for all graphs. When the command is selected a requestor is displayed. You may still use most of the other functions of the program while the requestor is active. This lets you make changes with the requestor and see their results without having to close it. You may not use any command which presents another requestor or the **Plot** function.

Any changes you make in the requestor are for the current graph only. Choosing **New Graph** from the **Project** menu will restore the **Special** requestor to its default values.

At the top of the **Special** requestor is a matrix of nine gadgets. The column titles are **X**, **Y**, and **Color** while the row titles are **Axis**, **Tic Marks**, and **Labels**. The first two columns are on/off switches while the third controls the current color for the particular item. You would use the gadget under **Color** and in the **Tic Marks** row to change the color of the marks on both axes. To delete the marks from just the horizontal axis you would use the gadget under **X** and in the **Tic Marks** row.

The on/off gadgets appear filled when turned on, and the color gadgets display the current color they will use when the graph is next drawn. Beneath these controls is a color palette. It's used in conjunction with the **Color** gadgets.

Below the palette are two more on/off switches and two edit boxes. The first switch controls whether the legends will be drawn on the graph. If it is on, the legends will appear.

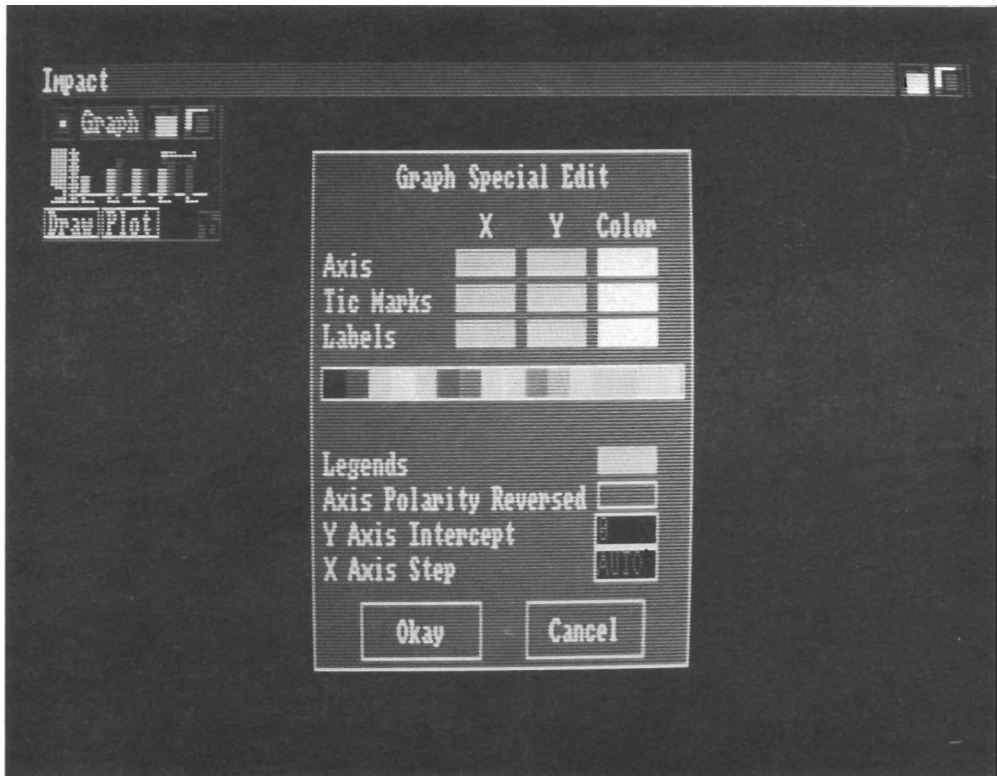


Figure 5.9 The Graph Special Edit Requestor. Graphs have a series of options controlling their appearance. The axes, tic marks, labels, and legends can be turned on or off. The color for the axes, tic marks, and labels can be set by choosing the new color from the palette and then selecting the color gadget opposite the item to be changed. The polarity of the graph can be reversed. This causes the negative and positive values to change position on a graph (negative going up and positive down on a vertical graph). The point where the axes cross can be set for the Y axis, and the amount of increment between tic marks can be set with the **X Axis Step** edit box.

The next switch (**Axis Polarity Reversed**) is for reversing the display of numbers on the numeric axis. This of course, reverses the way the graph is drawn also. When the switch is turned on, the negative and positive values will have switched places on the graph (negative values going up and positive down on a regular vertical graph). This option is valuable if your graph is intended to highlight the negative values in the series.

The first of the edit boxes (**Y Axis Intercept**) controls the point where the X axis (labels) will be on the Y axis (values). The default value is zero. The number may range from 999,999 to -99,999. If a value is entered which won't work with the values in the graph it is ignored and the default (zero) is used.

The last edit box is the **X Axis Step**. It controls the number and placement of tic marks on the Y axis. It is normally set to **Auto**. In this case Impact chooses a numbering system which is logical for all the chosen graph parameters. You may adjust this number to any value between 999,999 and -99,999. The new value entered will be used to increment the number displayed at each tic mark. For example, changing the value to 25 on a chart with data ranging from 0 to 100 will produce five positive tic marks (25, 50, 75, 100, and 125).

If a number is entered in the **X Axis Step** which would cause more than 40 tic marks to appear, Impact will switch to **Auto**. This limitation is necessary because of the memory and screen requirements of the computer. If you need more tic marks than you can get on a graph, use the **Line** function to add your own.

To turn on or off the axis, labels or tic marks for the X axis (labels):

- Click on the rectangular gadget beneath the **X** and opposite the item (**Axis, Tic Marks, Labels**) you want to turn on or off. If the item is filled it is turned on.

To turn on or off the axis, labels or tic marks for the Y axis (values):

- Click on the rectangular gadget beneath the **Y** and opposite the item (**Axis, Tic Marks, Labels**) you want to turn on or off. If the item is filled it is turned on.

To change the color of both axes, tic marks, or labels:

- Choose an active color by clicking on its block in the color palette.
- Click on the rectangular gadget beneath **Color** and opposite the item (**Axis, Tic Marks, Labels**) you want to change. The color displayed in the gadget is the one which will be used the next time the graph is drawn.

To turn the graph legends on or off:

- Click on the gadget labeled **Legends**. When it is filled it is turned on and the legends will be displayed.

To reverse the positive/negative numeric display of the graph:

- Click on the gadget labeled **Axis Polarity Reversed**. When it's filled it's turned on and the positive/negative values will switch places on the Y axis.

To change the location where the X axis meets the Y axis:

- Click in the **Y Intercept** edit box to activate it.
- Enter a value between 999,999 and -99,999.

To set the Y intercept back to normal:

- Enter zero (0) in the **Y Intercept** edit box.

To change the number and value of the Y axis tic marks:

- Click inside the **X Axis Step** edit box to activate it.
- Enter a value between 999,999 and -99,999. Impact will use this value to increment the values displayed at the tic marks.

To change the Y axis tic marks back to automatic:

- Enter **Auto** in the **X Axis Step** edit box.

To close and accept any changes made in the Special requestor:

- Select the **Okay** button at the bottom of the requestor.

To close and abandon any changes made:

- Select the **Cancel** button at the bottom of the requestor.

Using the Edit and Shapes Menu

As noted above, the drawing and editing features are still active in the Graph Builder window. The functions all work the same way with one exception: graph items (axes, bars, labels, etc.) will always draw on top of anything created with the **Shapes** menu. This occurs in the Graph Builder only. Once a graph is plotted it becomes like any other object on a slide, and items created after it is plotted will be drawn on top of it. This feature is useful for creating background grids or other graphics you may want behind a graph.

The editing functions also work normally in the Graph Builder. Every piece of a graph is an item that may be changed. The bars of a bar

graph or the wedge of a pie chart can be changed to any color or size. So can the labels, legends, axes, and tic marks.

The X and Y axes are separate from each other as are the X and Y labels. They may all be changed independently. Any changes made with the editing system will override any settings made in the **Special** requestor. For example: the X and Y axes are set to green with the **Special** requestor. Later one of them is changed to gold with the editing system. It will stay gold with every re-refresh of the graph until the **Axis Color** gadget is used again or the color is changed with the editing system.

Text items (labels and legends) may all use the font and pointsize functions under the **Text** menu. Sometimes the graph may need to be redrawn after a change in font or pointsize to correct the spacing.

In most cases it's quicker to use the pointsize commands to change the size of text than **Region Resize** from the **Edit** menu. The **Justification** option cannot be used while editing labels.

To change or edit items in a graph:

- Choose **Select** and then **On** from the **Edit** menu.

To change the font, pointsize, or style of a label:

- Select the label to change with the **Edit** cursor.
- Choose the new font, pointsize, or style from the **Text** menu.

To change the color of a label:

- Select the label to change with the **Edit** cursor.
- Select the new color from the **Color** menu.

- Choose **Text Colors** from the **Color** menu. A sub-menu will open to the right. From this menu choose the part of the text you want to change.

To change the color of an axis:

- Select the axis with the **Edit** cursor. Usually the end or just beyond the intersection of the axis is the easiest to hit.
- Choose the new color from the **Color** menu.

To change the color of a set of tic marks:

- Select the tic marks to change with the **Edit** cursor. Place the cursor on any one of the tic marks.
- Choose the new color from the **Color** menu.

To change the color of a series (bars, lines, wedges):

- Select the legend which represents the series.
- Choose the new color from the **Color** menu.

To change the color of a single item from a series (bar, line, wedge):

- Select the item or items to change and pick the new color from the **Color** menu.

CHAPTER

6

The Icon Builder

The Icon Builder has two basic uses. The first, as an advanced tool of the **Shapes** menu, it can create symbols or small graphics for use as a stamp on a slide. The icons may also be saved in a file for the **Icon** feature of the **Graph** menu. In this case the symbol created is used to make the bars of a bar graph.

Making the Icons

The Icon Builder is a normal Amiga window. You may drag it about the screen or move it in front of or behind any other windows. When the window is present you are not confined to working only in the Icon Builder itself but may use any of the other features of the program. To activate the Icon Builder again and begin using it, click anywhere inside it.

The window has four components: the work area, shape buttons, command buttons, and color palette. The work area is in the center of the screen. This is where you draw the icons. The area is a magnified version of the actual icon. A sample of the icon is in the top-right corner of the window. This is the exact size and appearance of the icon when plotted.

When the icon is plotted on a slide or used in a graph, the entire area of the icon is painted. This includes any background (color zero is not transparent as in some paint packages). The icon is 64 by 32 pixels in size and may be adjusted to as little as 4 by 4 pixels.

There are two controls which adjust the size of the icon. The first is located beneath the work area. It's a long rectangle with a dot inside. The dot represents the current size of the work area and finished icon. By clicking inside the control the dot will move and adjust the size of a reference frame. When the frame is the desired size the **Size** button is used to change the work area and finished icon size.

The image inside the work area is not resized (shrunk or enlarged). Only the work space is adjusted. Any parts of an image outside a resized work area will be lost.

The shape buttons in the Icon Builder are located on the right side of the work area. They are separate from the commands under the **Shapes** menu, although they are functionally the same. So the **Draw** button is a freehand draw like its cousin under the **Shapes** menu, but choosing it does not select **Draw** from **Shapes**.

Fill is a shape button which doesn't have an equivalent elsewhere in the program. It allows you to fill in areas of the icon with a chosen color. It uses a "seed" fill. When you click on a particular color it will change that color to the new one. The color will spread in all directions until it meets a "barrier" of another color.

On the left side of the work area is a series of commands which manipulate the image in the work area. You can flip the icon vertically (turn it upside down), horizontally (mirror image), or rotate it 90 degrees. There is also a shift command which moves the images up, down, or sideways inside the work area. You can capture a part of the screen to use as an icon, erase the entire work area, or superimpose a graph-paper like grid over it.

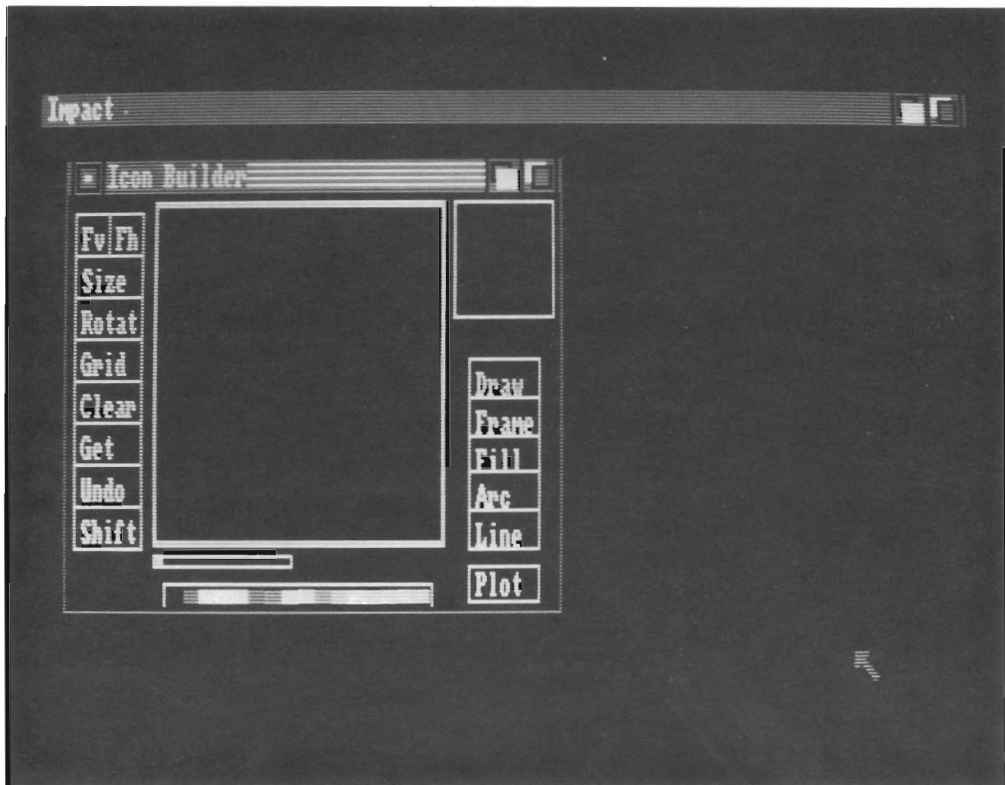


Figure 6.1 The Icon Builder. Icons are made for use with the **Icon** option of the **Graph** menu. This produces bar charts made of the icons designed in the Icon Builder. Icons can also be used as a stamp on a slide. The Icon Builder has two sets of commands. They appear as buttons on either side of the drawing area. The set of commands on the right produce shapes similar to the functions under the **Shapes** menu. The **Fill** button will fill the selected area with the current color. The buttons on the left allow for flipping the image vertically (**FV**), horizontally (**FH**), or rotating (**ROTAT**) it 90 degrees. The **Shift** function will move the image a pixel at a time in any direction. **Grid** places a graph paper grid over the drawing area, and **Get** will capture an image from a slide to use in the drawing area. **Size** works with the size control under the drawing area to change the size of the area worked in.

The **Undo** button will reverse the last action performed in the Icon Builder. It is different from the **Undo** feature of the **Edit** menu, because it can only undo the last action.

The color palette at the bottom works like all of the others in the program. It is connected to the other palettes. Any color you activate in the Icon Builder becomes the active color throughout Impact.

To create a new icon:

- Choose **New** and then **Icon** from the **Project** menu. The Icon Builder will appear on the screen.

To choose the size of the icon to build:

- Click inside the size-adjust control beneath the work area. The dot inside the control shows the current size of the work area relative to its limits. Click to the right of the dot to decrease the size and to the left to increase it. When the dot inside the control moves, a reference frame inside the work area will move to reflect the new size.
- When the reference frame is the size you want the icon to be, select the **Size** button. The work area will change its size to match the reference frame. Any part of the icon outside the new area will be lost.

To draw freehand in the work area:

- Click on the **Draw** button. It will highlight when active.

To draw frames (rectangles) in the work area:

- Click on the **Frame** button. It will highlight when active.
- Place the cursor where you want one corner of the frame to be and press the Selection button. A rubberband frame will appear.

- Move the cursor to the opposite corner of the desired frame. When the rubberband frame is the size you want press the Selection button.

To fill an area with the currently active color:

- Select the **Fill** button. It will highlight when active.
- Place the cursor inside the area you want to fill and press the selection button.

To draw arcs inside the work area:

- Select the **Arc** button. It will highlight when active.
- Place the cursor on the center point of the arc and press the selection button. A rubberband line will appear.
- Move the cursor until the rubberband line represents the radius and beginning angle of the arc. Press the Selection button.
- Move the cursor to the second angle of the arc and press the selection button.

To draw lines inside the work area:

- Select the **Line** button. It will highlight when active.
- Place the cursor on the beginning point of the line and press the selection button. A rubberband line will appear.

Move the cursor to the end point of the line. When the rubberband line is the length you want, press the Selection button.

To turn the image in the work area upside down:

- Select the **FV** (Flip Vertically) button.

To reverse the image horizontally:

- Select the **FH** (Flip Horizontally) button.

To rotate the image 90 degrees clockwise:

- Select the **Rotat** button.

To move the image around inside the work area:

- Use the **Shift** button. It's divided into four parts. Each part moves the image in a particular direction.
- To move the image to the **LEFT** or **RIGHT**, click the cursor on the left or right side of the **Shift** button. The "S" for left and "T" for right are the easiest to hit.
- To move the image **UP** or **DOWN**, click the cursor on the top or bottom of the **Shift** button. The top or bottom of the "i" are the easiest to hit.

To superimpose a graph-paper like grid on the work area:

- Select the **Grid** button. To turn the grid off choose the button again.

To erase the contents inside the work area:

- Select the **Clear** button. To reverse a **Clear** use **Undo**.

To capture a part of a slide and place it in the work area:

- Select the **Get** button. The Icon Builder will disappear and a selection frame will be attached to the cursor.

- Move the cursor until the selection frame surrounds the area you want to capture and press the Selection button. To cancel the operation press the Menu button.

To reverse the last action performed in the Icon Builder:

- Select the **Undo** button.

Using the Icons

Once an image is created it may be saved for use later or used immediately as a stamp. The **plot** button in the bottom right corner is for stamping the icon onto a slide.

When an icon is saved it may be used with the **Icon** function of the **Graph** menu or recalled for use in the Icon Builder.

To stamp a copy of the icon onto a slide:

- Select the **Plot** button. The Icon Builder will disappear and a reference frame will be attached to the cursor. This frame shows where the icon will be stamped.
- Move the cursor until the reference frame is where you want the icon to be. Press the Selection button. A copy of the icon will appear in that area. You may repeat this process as often as you like.
- When you are through with the icon press the Menu button to be returned to the Icon Builder.

To save an icon for later use:

- Choose **Save** and then **Icon** from the **Project** menu. An **Icon Storage** requestor will be presented.

- Click inside the edit box to make it active and enter the name for the icon. Press RETURN or select the **Okay** button when the name is correct. To back out of the operation select the **Cancel** button.

To load an icon into the Icon Builder:

- Choose **Open** and then **Icon** from the **Project** menu. The Icon Builder does not have to be active to load an icon. If it is closed Impact will open it when it loads the icon.
- The **Icon Storage** requestor will appear on the screen. Click inside the edit box to activate it and enter the name of the icon to open. Press RETURN or select the **Okay** button when the name is correct. To abandon the operation choose the **Cancel** button.

To see what icons you have on a disk:

- Choose **Directory** and then **Icon** from the **Project** menu.

To exit the Icon Builder:

- Select the window close box in the top left of the window border.

C H A P T E R

7

The Table Builder

The Table Builder is a separate window for producing blocks of text. It's useful for working with large or complicated arrangements of text on a slide. It has more flexibility for this type of editing than the other work areas. Also, once a block is complete and plotted on a slide it becomes a single object—easy to move and work with.

The Table Builder Window

The Table Builder is a regular Amiga window. It may be resized, moved front or back and placed anywhere on the screen. There are two buttons which are not regular Amiga gadgets. They are located in the bottom-left corner. The first is **Fit** and the other **Plot**.

Fit is used in conjunction with the resize gadget of the window. When **Fit** is turned on, any resizing of the window shrinks the window's contents proportionally. If **Fit** is not turned on, the contents of the window are unaffected by a resize. In this case only the view of the contents changes.

The other button, **Plot**, places the finished table on a slide. A plotted table is like a plotted graph. To edit any single portion of it you must load it back into the Table Builder with the **Region/Edit** command.

All of the **Shape** and **Edit** functions are active inside the Table Builder, but text is the primary function. Any other shapes added to a table will automatically appear behind any text regardless of the order of entry.

Since the Table Builder is a window, you can continue typing on a line even if it goes off the screen. Impact knows what you've typed. Editing the line by moving or resizing it can be used to bring the missing text into view. This is not possible when entering text on the Slide Builder main drawing screen. Text going off the screen will automatically be wrapped around to the next line.

Text typed outside the visible window of the Table Builder will still be plotted onto a slide. When the table is plotted the plotting reference frame is the size of the visible window. Anything (text and other shapes) outside the visible window is plotted where it exists in relation to the reference frame.

At the bottom of the Table Builder window is an area of "dead space." It is a line running from the **Fit** and **Plot** buttons to the resize gadget. Any shapes created in this area will not appear. For example, text going this low in the window would be cut off at the bottom; however when the table is plotted anything in this area will appear on the slide.

Using the Table Builder

To create a table you must activate the Table Builder window. It will open when you make a new table or open a saved one.

To make a new text table:

- Choose **New** and then **Table** from the **Project** menu.

To open an already saved table:

- Choose **Open** and then **Table** from the **Project** menu. A requestor will appear.

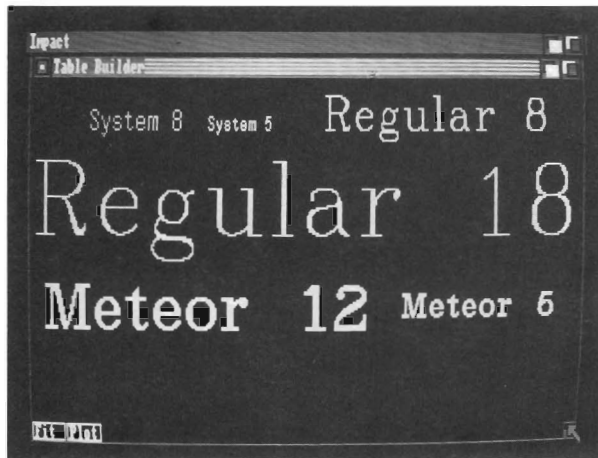


Figure 7.1 The Table Builder. The Table Builder is designed for working with blocks of text. Any shapes other than text will appear behind text created in this window. Text typed outside the bounds of the window is kept by Impact. It may be moved back into the window or plotted in its current position. The **Plot** button is used for placing the contents of the window onto a slide. **Fit** is used to resize the contents of a window. A block of text can be typed in and then resized to fit a part of a slide. The contents of the window is resized when **Fit** is active and the window is resized with the resize gadget.

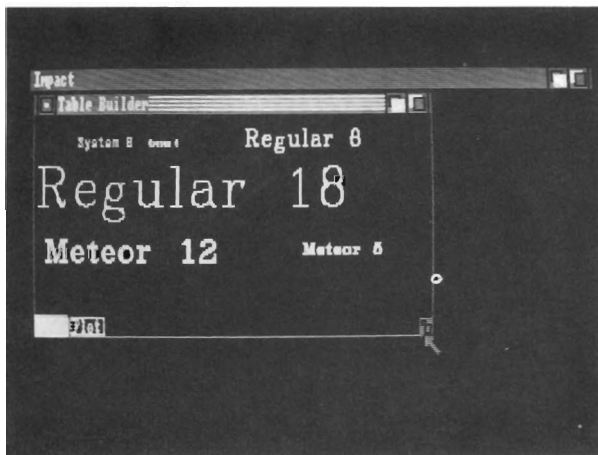


Figure 7.2 A Resized Window. This is an example of the contents of the window being resized. If there are a lot of different font types and sizes in the window the resize can take a full minute to perform. If the content is all the same font it will resize faster.

- Click inside the edit box to activate it and enter the name of the table to open.
- When the name is correct, press the RETURN key or select the **Okay** button on the requestor. To abandon the operation at any point, select the **Cancel** button.

To resize the contents of a table:

- Select the **Fit** button. It's in the bottom-left corner of the Table Builder window. It will highlight when active.
- Resize the window by dragging the resize gadget (bottom-right corner) of the window to its new position. A reference frame for the new window will appear while you are holding down the Selection button. When the frame is the size you want the new window to be, release the button.

To edit the contents of a table:

- Turn **Select** to **On** under the **Edit** menu.
- All of the edit functions work in their normal fashion. For more information on the edit functions see Chapter 4 (Editing Shapes).

To place the contents of a table on a slide:

- Choose the **Plot** button (bottom-left corner of the Table Builder window).
- A requestor will appear asking if you want to plot the table. *Important: canceling the plotting from this point on will delete the table.* Choose the **Yes** button to continue or the **No** button to return to the Table Builder.
- If you chose **Yes**, the Table Builder will close and a reference frame the size of the window will appear attached to the cursor. Move the

cursor until the frame is where you want the contents to be and press the Selection button.

- Once the contents of the window have been plotted on the slide, the reference frame will reappear. To plot the contents again repeat the above procedure. To finish the operation press the Menu button.

To save a table to disk:

- Select **Save** and then **Table** from the **Project** menu. A Table Storage requestor will appear.
- Click inside the edit box to activate it and enter the name of the table.
- When the name is correct, press the RETURN key or select the **Okay** button on the requestor. To abandon the operation at any time select the **Cancel** button.

To close the Table Builder window:

- Click on the window close gadget (top-left corner of the window). *This will delete the table.*
- A requestor will appear asking if you really want to close the window. Choose **Yes** to continue or **No** to return to the Table Builder.

C H A P T E R

8

The Show Builder

The Show Builder is where it all comes together. Finished slides may be arranged into a presentation where you control which slides will play and in which order. You may control the length of time a slide is displayed on the screen and how long it will take to appear. There are also a number of ways a slide may make its entrance on the screen.

The Show Builder Window

There are two separate windows to the Show Builder. The first is a small directory with a scroll control for scrolling through the list of slides it displays. The second window is where the actual show building takes place.

Both windows may be moved about the screen and brought forward or back with the regular Amiga gadgets. Neither window may be resized and only the second, larger window has a close gadget. The gadget works for both windows.

You must already have the slides you will use saved to disk to make a show. You may go back later and insert slides, but a slide must appear in the directory before it can be placed in a show.

The directory portion displays a list of slides available on the currently active disk and directory. To access slides on another drive you must first change the **Drawer** Impact is using. Drawers are discussed in more detail in Chapter 9 (Storage).

The **Slide Show Edit** window consists of four parts: a window for the list of slides in the show, six buttons for controlling the order of the list, ten buttons for slide effects, and two edit boxes for adjusting the time delays of each slide.

The slide list is in the upper-left corner of the window and has a scroll bar for moving about in the list. The order shown in the window is the one used for the show. To enter slides into the list, the **Add** button is activated and slides are chosen from the directory window by selecting them with the cursor. When a slide is selected it appears in the list window.

The **Add** command attaches slides to the end of the list. There are five other commands which perform related tasks. **Insert** works similar to **Add** but inserts the new slide anywhere in the list. **Copy** copies a slide name into another part of the list, and **Move** removes a name from one spot and enters it in another. **Delete** removes a slide completely from the list. The last command, **Info**, works in conjunction with the other controls in the window. While it is active, the control settings for the different slides are shown but no changes can be made.

To the left of the slide list is a set of ten buttons for controlling the way the slides trade places during the show. Each slide may have a single setting from this group of buttons. For example, if the **Up** command is chosen, the slide will begin to appear at the bottom of the screen and move upward in a horizontal wipe until it replaces the previous slide. Each button controls a different effect.

The **Down** button is the reverse of **Up**. **Left** and **Right** bring the slide in from their respective sides in vertical wipes. The **Spiral In** and **Spiral Out** functions start with a strip about 1/4 of an inch wide and spiral

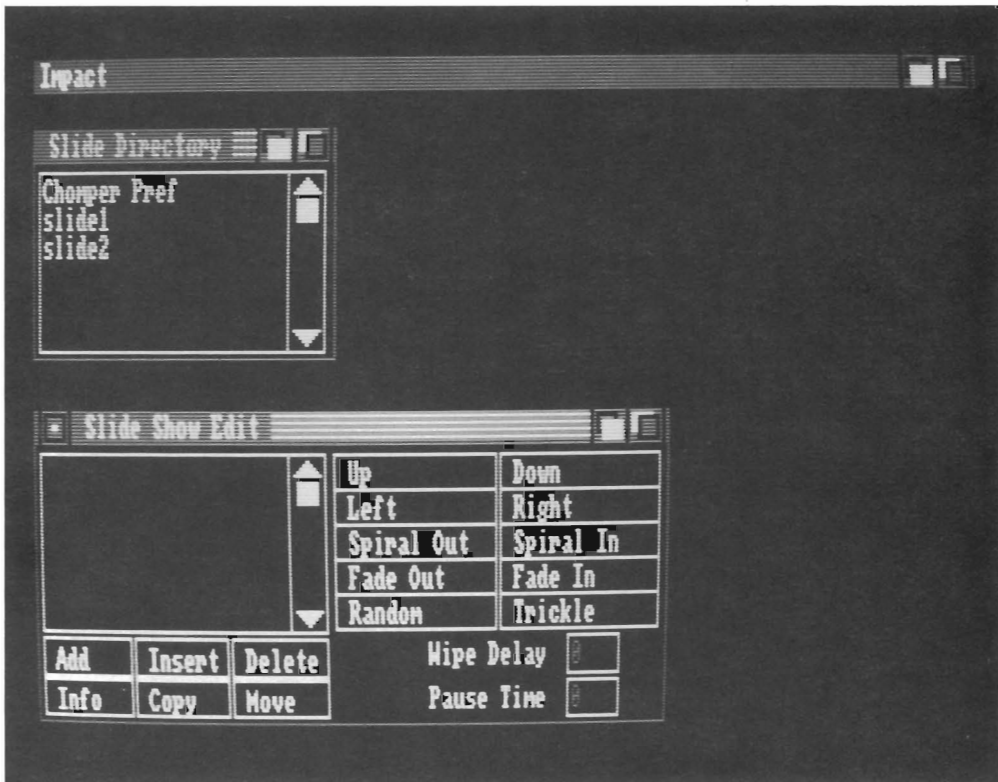


Figure 8.1 The Show Builder. Slides created in Impact can be arranged into a slide presentation. The Show Builder consists of two windows. The first is a directory of available slides on the currently logged drive and directory. The slides are picked from this list and entered into the list in the main edit window. Then the wipe technique is chosen. Next, the amount of time the wipe will take and how long the slide will display on the screen are entered into edit boxes at the bottom. The buttons beneath the show list provide editing capabilities. **Insert** will insert the active slide in the directory into the indicated point in the list. **Move** and **Copy** move slides about inside the list and **Delete** removes them completely.

until the entire screen is complete. The last four functions are pattern wipes. The **Fade In** function breaks the screen into a grid. The cells of the grid are filled in with successive waves from the top until the wipe is complete. **Fade Out** is similar but the waves come from the top-left corner of the screen. **Random** and **Trickle** use 1/4 inch squares to fill in the screen. The **Random** squares appear randomly all over the screen while **Trickle** creates a random fill starting at the top and moving downward.

Beneath the effect controls are two edit boxes. The first is **Wipe Delay**. It adjusts the amount of time it will take the selected wipe to occur. The other is **Pause Time**. This is the amount of time a slide will stay on the screen.

Wipes are performed in two ways: as straight lines either horizontally or vertically across the screen, or as blocks. Both techniques update the screen in stages. For example, lines running horizontally across the screen are used to create a **Down** wipe. A few lines are added to the wipe at each stage. This creates the effect of the old slide being erased to uncover the new.

The value in the **Wipe Delay** edit box sets the amount of time between each stage during a wipe. A large number will create a long pause between stages. In the example above a value of 99 would create a two to three second delay between the drawing of each two pixel lines on the screen. You may enter a number between 1 and 99.

The **Pause Time** is more straightforward. It is the number of seconds the slide will stay on the screen before the next slide begins its wipe. This number may be between 1 and 999.

Using the Show Builder

To create a new show or edit an old one you must activate the Show Builder. New shows are created by picking slides from the directory

and entering their particular settings. Once the list is complete the show is saved to disk. A show may be played before or after it is saved. If the show is played directly from the Show Builder, the Show Builder will return to the screen after the show is complete.

To create a new slide show:

- Choose **New** and then **Show** from the **Project** menu. The Show Builder will appear on the screen with an empty list.

To edit a show saved to disk:

- Choose **Open** and then **Show** from the **Project** menu. A requestor will appear.
- Click inside the edit box to activate it and enter the name of the show to edit.
- When the name is correct press the RETURN key or click on the **Okay** button. To back out of the operation at any time select **Cancel**.

To use the Slide Directory:

- Click on the UP or DOWN arrow to move in the list one name at a time.
- Click in the scroll bar just below the UP or DOWN arrow to jump to the top or bottom of the list.
- Clicking anywhere else in the scroll bar will move the window to that relative position in the list.

To add slides to a show:

- Select the **Add** button. It will highlight when activated.

- Move the **Slide Directory** list until the name of the slide you want to add is visible.
- Click on the name of the slide. It will highlight when selected and the slide name will appear in the slide show list.
- Select the wipe effect for the slide. The effect button will highlight when active.
- Click inside the **Wipe Delay** edit box to make it active and enter the time to pause between stages during the wipe. Press the RETURN key. If no value is entered the last number entered will be used.
- Click inside the **Pause Time** edit box to make it active and enter the number of seconds the slide is to be on the screen. Press the RETURN key. If no value is entered the last number entered will be used.

To insert a slide into the list:

- Click on the **Insert** button to activate it. It will highlight when active.
- Select the name in the Slide Directory to insert. The name in the Slide Directory which is highlighted is the name which will be inserted.
- Click on the name in the list below where you want the new name inserted.
- Choose the wipe effect. If no change is made the effect from the previous slide will be used.
- Enter the **Wipe Delay** and **Pause Time**. If no changes are made the numbers from the previous slide will be used.

To remove a name from the list:

- Click on the **Delete** button to activate it. It will highlight when active.

- Select the name to remove from the list.

To copy a name to another part of the list:

- Click on the **Copy** button to activate it. It will highlight when active.
- Select the name to copy from the list. It will highlight when selected.
- Adjust the list until the area where you want to insert the copy is visible. Select the name below the area.

To move a name to another part of the list:

- Click on the **Move** button to activate it. It will highlight when active.
- Select the name to move within the list. It will highlight when selected.
- Adjust the list until the area where you want to move the name to is visible. Select the name below the area.

To view the settings for the slides in the list:

- Click on the **Info** button to activate it. It will highlight when active.
- Select the name from the list you wish to view. The settings will change to their current configuration.

To edit the settings of a slide in the list:

- Click on the **Add** button to activate it. It will highlight when active.
- Select the name from the list to edit. It will highlight when selected.
- Adjust the settings. Be sure to press RETURN if you enter any new values in the edit boxes. The settings will be saved as they are for the slide when you move on to the next task.

To save a slide show to disk:

- Choose **Save** and then **Show** from the **Project** menu. A requestor will appear.
- Click inside the edit box to activate it and enter the name for the show.
- When the name is correct press the RETURN key or select the **Okay** button on the requestor. To abandon the operation use the **Cancel** button.

To close the Show Builder window:

- Select the close-window gadget in the **Slide Show Edit** window. This will delete the show from memory.
- A requestor will appear asking if you are sure. Choose **Yes** to continue and **No** to return to the Show Builder.

Playing a Slide Show

Slide shows may be played in Impact either directly from the Show Builder or by choosing a file on disk. If one of the **Show** commands is selected while the Show Builder is active the current show in the builder is used.

If the Show Builder is not active a requestor is presented for the name of the file to open.

Under the **Show** menu are two options: **Auto** and **Manual**. The **Auto** function plays the entire show automatically. **Manual** pauses between each slide and waits for a key or the mouse button to be pressed before continuing.

Under each option of the **Show** menu is a sub-menu with two functions. The first is **1**. When selected the show will play through one time. The other command is **...** which plays the show in a continuous loop.

The active drawer is used by Impact to search for slides during a show. Be sure the **Drawer** command is set to the proper drive and directory before starting. If a slide can't be found during a slide show an error requestor will be displayed and the show halted.

To play a slide show automatically:

- Select **Auto** from the **Show** menu. A sub-menu will open to the right.
- Move the cursor until the option (1 for a single play, ... for looping) you want is highlighted and release the Menu button.

To stop an automatic show in progress:

- Press the Menu button or the space bar from the keyboard.

To play a slide show manually:

- Select **Manual** from the **Show** menu. A sub-menu will open to the right.
- Move the cursor until the option (1 for a single play, ... for looping) you want is highlighted and release the Menu button.

To stop a manual show in progress:

- Click the Menu button or press the ESC key on the keyboard.

CHAPTER

9

Disk Storage

The **Project** menu contains most of the commands for loading and saving the different Impact files to disk. Graphs, tables, icons, slides, and shows may all be saved independently. This allows you to move graphs, tables, and icons into different slides, and the slides into different shows.

Drawers

When Impact first starts, the internal drive (DF0:) is the current drive. Any activity such as the saving or loading of files will occur on the disk in this drive (in this case the Impact disk). You may change the drive or directory which Impact uses with the **Drawer** command. It presents a requestor asking you for the new **Path Name**.

A path is a sequence of drives and directories which tells Impact where the file should be. For example, a directory named “Graphs” on a disk in drive 1 would have a path name of **DF1:Graphs**. If this name were entered as the current drawer, any disk activity would be in this directory.

Backslashes are used to separate different directories in a path name. A sub-directory of “Icons” within the “Graphs” directory would be entered as **DF1:Graphs\Icons**.

To change the current drive or directory:

- Choose **Drawer** from the **Project** menu. A requestor will appear asking for the new **Path Name**.
- Click inside the edit box to activate it and enter the new path.
- When the name is correct press the RETURN key or select the **Okay** button. To abort the action and keep the current path select **Cancel**.

Directories

You can see what files you have of each type on a disk by using the **Directory** command. It looks in the current drawer and displays all the files it finds in a window. The window has scroll controls for moving the list up and down in the window. A white block inside the scroll bar shows where the window is displaying relative to the whole list. You can jump to parts of the list by clicking inside the scroll bar.

To see a list of slides, graphs, tables, icons, shows, or windows in the currently active drawer:

- Choose **Directory** from the **Project** menu. A sub-menu will open to the right.
- Move the cursor until it highlights the type of file you want to see and release the Menu button.

To close the directory:

- Select the close gadget in the upper-left corner of the window.

Files

A file is created with the **Save** command. There are six different kinds of files which can be saved in Impact: slides, graphs, tables, icons, shows, and windows. When the command is chosen the current contents of

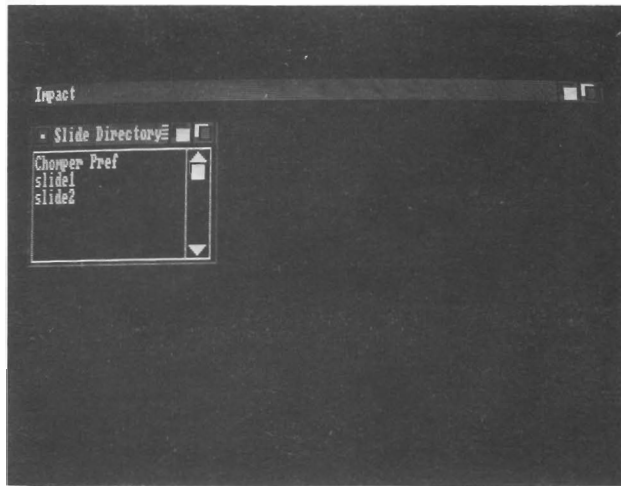


Figure 9.1 The Directory. A directory of available files can be displayed with the **Directory** option under the **Project** menu. A sub-menu will open to the right with every file type supported by Impact. Choose the one you want to see a list of. The directory window has scroll bars for scrolling the list inside the window. The small white square shows you where you are in relation to the entire list. Selecting inside the scroll box will move the bar and window display to that point in the list.

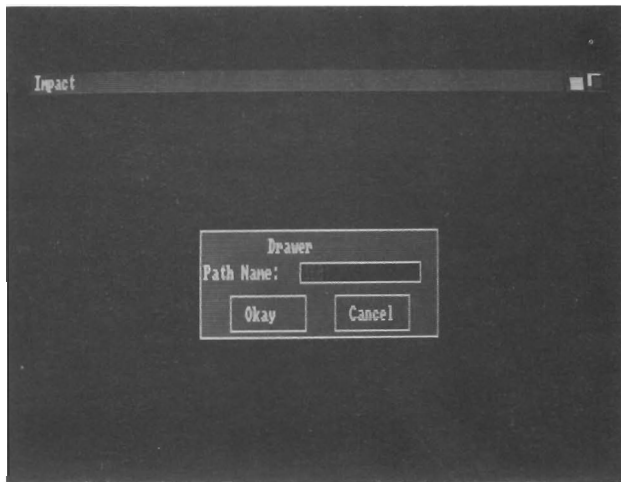


Figure 9.2 The Drawer Requestor. Drawers work like drawers in a filing cabinet. Open the drawer and the files inside are ready for use. A drawer can also be thought of as a path. The current disk or directory may be changed by entering the new value here. To access files in the Slides directory on the internal drive you would enter: **DF0:Slides**.

the particular builder are saved. For example, choosing **Save/Graph** would save the current contents of the Graph Builder.

Slides may be saved in two formats. The first is an Impact slide file. This is the only type of slide file Impact can use for shows or the Slide Builder. The other format follows the IFF (Interchange File Format) standard. Any slide saved in this format may be used by paint packages (e.g. Deluxe Paint™, Aegis Images™) provided the package operates in medium resolution (640X200) and can read IFF. Impact cannot read this type of file but can create it.

Once a file exists on disk it may be read back into Impact with the **Open** command. The current contents of the particular builder will be replaced with the contents of the file. A builder need not be open to open a file. Using the **Open** command will automatically open the proper builder window for the file type.

Delete allows you to remove unwanted files from the disk. Any files removed with this command are permanently deleted. Be careful when using this command!

To open a previously saved slide, graph, table, icon, or show:

- Choose **Open** from the **Project** menu. A sub-menu will open to the right with the different file types listed.
- Move the cursor until the type you want is highlighted and release the Menu button. A storage requestor will be presented.
- Click inside the edit box to activate it and enter the name of the file you wish to open.
- When the name is correct press RETURN or select the **Okay** button. To abort the action with no file opened, select the **Cancel** button.

To save the contents of the current slide, graph, table, icon, or show builder:

- Choose **Save** from the **Project** menu. A sub-menu will open to the right with the different file types listed.
- Move the cursor until the type you want is highlighted and release the Menu button. A storage requestor will be presented.
- Click inside the edit box to activate it and enter the name of the file you wish to save.
- When the name is correct press RETURN or select the **Okay** button. To abort the action with no file saved, select the **Cancel** button.

To delete a slide, graph, table, icon, window, or show file from disk:

- Choose **Delete** from the **Project** menu. A sub-menu will open to the right with the different file types listed.
- Move the cursor until the type you want is highlighted and release the Menu button. A storage requestor will be presented.
- Click inside the edit box to activate it and enter the name of the file you wish to delete.
- When the name is correct press RETURN or select the **Okay** button. To abort the action with no file deleted, select the **Cancel** button.

File Extensions

Impact adds extensions to the names you provide to distinguish between the different types of files. For example, a slide file will have the extension of **.sld**. If you named a file **Slide1**, it would appear on the disk as **Slide1.sld**.

Each file type has a different extension. If you move a slide show to another disk you must be sure to move all of its parts (e.g. the show file, and slide files).

File Type	Extension
Slide	.sld
Graph	.gph
Table	.tbl
Icon	.icn
Show	.shw
Window	.hwin

Using One Disk Drive

There is very little room on the Impact disk for slides, graphs, or other extra files. For this reason it's best to use Impact with two disk drives.

If you don't have the extra drive space, however, you can swap disks and so use Impact with only one drive.

You must be careful when using this technique as it is easy to confuse the operating system when swapping disks. After Impact has booted, you may remove the disk and replace it with another disk which has more space on it.

Files may be saved to this disk as needed from this point on. To play a show saved on a separate disk you would follow the same steps. When you are ready to leave Impact, swap the disks again.

To use another disk for data:

- Remove the Impact disk from the internal drive.
- Insert an already formatted disk.

- Choose the **Drawer** command from the **Project** menu. A requestor will appear.
- Be sure the edit box in the requestor has the value **DF0:** and press the RETURN key or select the **Okay** button.

CHAPTER

10

Slide Show Techniques

This chapter contains tips and ideas for making your presentations more successful. The first part of the chapter deals with preparing for a slide show and the second part discusses using different equipment with Impact.

Presentation Graphics

The purpose of presentation graphics is to call attention to important points without forcing the audience to read pages of text. A simple pie or bar chart can show data in a visual way which is both interesting and memorable. Graphics can make facts which are difficult or lengthy to explain to an audience quickly understandable.

Here are a few rules to keep in mind for effective presentations:

- Have an overall picture of where you want the show to go. Start with a point, show supporting data, and end with a conclusion which supports the point. Map out the show before you begin creating anything on the screen.

Ask yourself these questions:

Who is the audience?
What are their goals?
What do they want to see?
How long will the presentation be?
How much time is there to prepare?

- Select the appropriate style of graph for the type of data you are showing. Bar charts show data over time. Line charts display a trend. Area charts display a trend, and multiple area charts can show contributions each part made to the trend. Scattergrams show trends in seemingly random data. Pie charts show contributions to the whole.
- Keep the screen uncluttered to avoid drawing attention away from the key point and to facilitate quick comprehension of the image.
- Label your charts with large text that is easy to read.
- Don't make the title the same color as another part of the chart unless they have an important connection.
- Select graph colors with contrast to make differences easy to pick out.
- When using pie charts limit the number of segments in a single pie. Too many segments can be unreadable and difficult to decipher when listening to a speaker at the same time.
- If you are presenting the slide show, time the material in your speech to coincide with the sequence of graphics. Impact has both automatic and manual changing of slides, but each slide will take a certain time to load and begin its wipe. Use a watch with a second hand to time the length of your speech which relates to each slide. Recite the speech out loud. Reading silently is faster and will give you wrong numbers.

Changing Color Palettes

If you change the palette for individual slides you will encounter a problem when you play them all back as a show. When a slide is loaded into the computer the palette is loaded first. Any slide displayed previously will still be on the screen. As the new palette loads, the colors of the old slide will change to the new.

There are two ways to solve this problem. The first is to load a blank slide between the two slides. This way the palette change occurs on a slide where it will not show. As long as the background color remains the same there will just be a momentary pause of a blank screen and then the new slide and palette will load.

The other method is to control the colors which are changed. Only the palette color blocks that change hue will be affected by the palette change. If the colors you change in the second slide are not used in the first, the change of palette will not be noticed.

Hardware

Other considerations for your presentation include the equipment to be used. The monitor size, for instance, is critical. The 13 inch Amiga monitor is good for small groups but a larger group will not be able to see. A 25 inch monitor is an excellent size and can be seen easily even in a large room. Many video service companies have monitors of this type available for rent on a daily basis.

Sound is another topic to consider. If you tape your presentation on a VCR or plan to use sound behind your show, be sure the sound system you use is large enough to be heard by all. Some monitors have speakers in them, but their reproduction is poor. The best results come from an external amplifier and speaker system.

If your slides don't take up much memory or if you have a memory expansion card, you can run music programs concurrently with Impact. This way your Amiga is producing both the visual and sound effects for the presentation.

Memory

There are two areas where memory is a limitation to your show. The first is internal memory (RAM). A very complex slide with a lot of data may use up all of the available space in a 512K machine.

The other limitation is disk space. A floppy drive system is limited to 800K. This will store a lot of slides. The average slide is about 30K to 40K in size. A hard disk will both increase the amount of space available for the slides and speed up the presentation. Hard disks operate much faster than the floppy drives.

Another memory device which can be used to enhance a presentation is a RAM expansion card. These are available in sizes which will boost your RAM to 1 or 2 megabytes. With this type of card you can place an entire show on a RAM disk. This will speed up the changing of slides since the transfer of data is much faster between two internal memory locations than from disk to memory.

An expansion card will also increase the amount of space available for creating slides. When an expansion card is present, Impact will load into the expanded memory area freeing the original 512K for use.

Video Taping Your Slide Show

The Amiga can place screen images directly onto video tape by using the composite monitor output jack. In this case you simply hook the Video In on your tape machine to the composite monitor output on the Amiga. Then, start the tape (on record) and the slide show at the same time.

Most tape machines have an Audio In as well. You can hook this up to a sound system to place background music or narration on your show.

Impact will also work with the Genlock system from Commodore. This device provides all the capabilities mentioned above but will also let you mix video images into the output. For example, you can display a video of a sales department hard at work on the telephones, and superimpose a graph showing monthly sales over it.

A P P E N D I X



Impact Menu Reference

Project

New

Slide	Clears the Slide Builder (main screen)	
Graph	Opens the Graph Builder for a new graph or clears everything from an already open one	5-3
Table	Opens the Table Builder for a new Table or clears everything from an already open one	7-2
Icon	Opens the Icon Builder for use	6-4
Show	Opens the Show Builder for a new show or clears everything from an already open one	8-5

Open

Slide	Loads a previously saved slide from disk	9-4
Graph	Loads a previously saved graph from disk into the Graph Builder	5-4
Table	Loads a previously saved table from disk into the Table Builder	7-2
Icon	Loads a previously saved icon from disk into the Icon Builder	6-8
Show	Loads a previously saved show from disk into the Show Builder	8-5

Save

Slide	Saves the contents of the Slide Builder to Disk	9-4
Graph	Saves the contents of the Graph Builder to Disk	5-4
Table	Saves the contents of the Table Builder to Disk	7-5
Icon	Saves the contents of the Icon Builder to Disk	6-7
Show	Saves the contents of the Show Builder to Disk	8-8
Window	Saves the contents of the screen as a medium resolution IFF file	9-4

Delete

Slide	Removes a slide file from the active disk	9-5
Graph	Removes a graph file from the active disk	9-5
Table	Removes a table file from the active disk	9-5
Icon	Removes an icon file from the active disk	9-5
Show	Removes a slide show file from the active disk	9-5
Window	Removes a window file from the active disk	9-5

Directory

Slide	Displays a list of available slides on the active disk	9-2
Graph	Displays a list of available graphs on the active disk	9-2
Table	Displays a list of available tables on the active disk	9-2
Icon	Displays a list of available icons on the active disk	9-2
Show	Displays a list of available slide shows on the active disk	9-2
Window	Displays a list of windows on disk	9-2
Drawer	Changes the active disk or directory	9-1

Print

Print Pic	Prints the contents of the Slide Builder to the printer	
Set Printer	Adjusts the width and height of the image printed	
Fast Menu	Displays the Fast Menu on the screen	3-12
Hide Bar	Removes the title bar from the screen	
Show Bar	Displays the title bar on the screen	
About Impact	Displays an information screen about Impact and also shows the current available memory	
Quit	Exits the Impact program	

Edit

Undo

Slide	Removes the last item created in a slide, or reverses the last edit made if the item is still selected	4-2
Graph	Removes the last shape created in a graph, or reverses the last edit made if the item is still selected	4-2
Table	Removes the last non-text shape created in a table, or reverses the last edit made if the item is still selected	4-2

Select

On	Turns on the editing functions	4-3
Off	Turns off the editing functions	4-3

Region

Delete	Removes the selected object from a builder	4-4
Move	Moves the selected object to a new point on a builder	4-5
Copy	Creates a copy of a selected object which may be moved to a new point on the same builder	4-5
Resize	Changes the size of a selected object on a builder	4-6
Explode	For use with Pie Charts only. Pulls a segment of the pie away from the whole or if the segment is already exploded returns it to the pie	4-7
Edit	For use with plotted graphs and tables only. Returns the selected item to its appropriate builder for editing	4-8

Line Cursor

On	Turns on a crosshair cursor	4-10
Off	Returns the cursor to its normal state	4-10

Grid

Displays the Grid requestor	4-10
---------------------------------------	------

Graph

Open Series

Opens a new series for the current graph	5-6
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Show Series

Displays the Series requestor	5-10
---	------

Special

Displays the Graph Special requestor	5-18
--	------

Bar

Displays the Bar Chart requestor for use with the current series data	5-16
---	------

Line/Area

Displays the Line/Area Chart requestor for use with the current series data	5-16
---	------

Pie	Displays the Pie Chart requestor for use with the current series data 5-16
Icon	Displays the Icon Storage requestor. The icon loaded is used to create an icon graph 5-16
Import Data	Displays the Import Data requestor. The indicated file is used to load data from a disk file into the series data for the current graph 5-6

Shapes

Draw	Sets the cursor to drawing freehand 3-1
Arc	
Normal	Creates arcs which are a portion of a circles circumference 3-2
Filled	Creates a solid pie slice 3-2
Pie Slice	Creates an outline pie slice 3-2
Line	Draws straight lines between two points 3-3
Frame	
Normal	Creates outline rectangles 3-3
Filled	Creates solid rectangles 3-3
Rounded Corner	Creates outline rectangles with rounded corners 3-3
Filled Rounded Corner	Creates solid rectangles with rounded corners 3-3
Circle	
Normal	Draws outline circles 3-4
Filled	Draws solid circles 3-4
Text	Creates text in the current settings active under the Text menu 3-5
Grid	Draws grid patterns in the size specified on the Grid requestor 3-4

Color (Chooses the current color from the palette)

Text Colors	
Foreground	Makes the foreground color the active color. 3-10
Outline	Makes the outline color the active color 3-10
Shadow	Makes the shadow color the active color. 3-10
Edit	Displays the Color Edit requestor 2-12

Brushes (Chooses the active brush)

See page 2-6

Text

Font

System	Changes the active font to System	3-6
Regular	Changes the active font to Regular	3-6
Meteor	Changes the active font to Meteor	3-6
Shadow	Changes the active font to Shadow	3-6
Oldenglish	Changes the active font to Oldenglish	3-6

Pointsize

4-18	Adjusts the size of the text	3-7
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Justification

Left	Creates a flush left margin at the selected point for all text entered	3-8
Center	Centers text entered on the selected point	3-8
Right	Creates a flush right margin at the selected point for all text entered	3-8

Bold

On	Makes bolding active for all text	3-10
Off	Turns bolding off	3-10

Italic

On	Makes italic active for all text	3-10
Off	Turns italic off	3-10

Underline

On	Underlines all text while active	3-10
Off	Turns underlining off	3-10

Outline

On	Outlines each character with the color selected in the Text Colors menu	3-10
Off	Turns outlining off	3-10

Shadow

On	Places a high shadow on characters of the color selected in the Text Colors menu	3-10
Off	Turns shadow off	3-10

Show

Auto

- 1 Plays a show automatically one time 8-9
- ... Plays a show automatically repeatedly 8-9

Manual

- 1 Plays a show manually one time 8-9
- ... Plays a show manually repeatedly 8-9

A P P E N D I X

B

Making a Backup Copy

Always use a working copy of your program disk and keep the original in a safe place. This protects you in case the disk should fail.

To make a backup copy of your disk with Workbench:

- Boot the Impact disk to the workbench.
- Place a blank disk in the external drive.
- Choose the **Copy Disk** command from the Workbench menu.

To make a backup copy of your disk with two drives from the CLI:

- Boot the Impact disk to the workbench.
- Open the System folder.
- Double click on the CLI icon. The CLI window will open.
- Place a blank disk in the external drive.

GRAPHICS WITH IMPACT

- At the CLI prompt enter: **c/diskcopy df0: to df1:**. The CLI will respond with a prompt to press RETURN when ready.
- Press RETURN. When the CLI prompt returns the copy is complete.

A P P E N D I X



Import File Formats

Impact can read data into the series data of a graph from a file on disk. The file must be created in a certain way for Impact to read it.

The file must have an extension on disk of **.dat**. For example, a file named **Sales** would appear on the disk as **Sales.dat**. The extension identifies the file for Impact as an import file.

The file must be an ASCII text file. Most word processors, text editors, data bases, and spreadsheets create ASCII text files.

Spaces are used as delimiters and double quotes may be used to enclose text which contains spaces. Comment lines may be added to the file by preceding them with a # symbol. The line will be ignored when read into Impact.

The file must be in the following format:

Number-of-series-in-Graph

Name-of-1st-Series <space> Number-of-Items-in-Series

Label-1st-Item <space> Value-1st-Item

Label-2nd-Item <space> Value-2nd-Item

```

.
.
.
Name-of-2nd-Series <space> Number-of-Items-In-Series
Label-1st-Item <space> Value-1st-Item
Label-2nd-Item <space> Value-2nd-Item
.
.
.

```

This format is repeated for all of the series. The Number-of-Series-in-Graph cannot exceed 8 (8 series per graph). The Number-of-Items-in-Series cannot exceed 20 (20 items per series).

Here is a sample file for a sales graph. It has three series with four items each.

*This is a comment line. It will be ignored.

```

3
"Store 1" 4
Jan 3500
Feb 3000
Mar 2500
Apr 3100
"Store 2" 4
Jan 2600
Feb 2200
Mar 1800
Apr 4500
"Store 3" 4
Jan 3300
Feb 3500
Mar 2600
Apr 4600

```

GLOSSARY

AmigaDOS—The Amiga Disk Operating System.

Area Chart—A graph which is used to show a trend. A line (showing the trend) and the area beneath it is plotted in a single color.

ASCII—Refers to a text file. A standard type of data which may be read by many different computers and programs. The ED program on the AmigaDOS disk reads and writes ASCII files.

Bar Chart—A graph which shows values with bars of color. Each bar represents a value in the series.

Builder—In the Impact program a builder is one of the five main program areas where items are created (i.e. the Graph Builder, Table Builder, Icon Builder, Show Builder, and Slide Builder).

Cancel—To back out of an operation without performing any action.

Usually performed by pressing the Menu (right) mouse button.

choose—To pick a menu item. You normally choose menu items with the Menu button.

click—To press and release a mouse button.

close—To remove a window or requestor from the display.

color—In this manual it usually refers to one of the slots in the Color Map.

Color Bar—The set of colors available for use displayed as a bar. These appear in the **Color** menu and the Color Edit requestor. Also known as the Color Palette.

Color/Map—A table used to translate from the numerical representation of data in the computer to the representation as colors on the screen. The Color Map can be thought of as a series of ink wells numbered from left to right. The type of ink in the wells can change, but a drawing that calls for ink 0 will use the ink from the left-most bottle. Individual Color Maps can be stored on disk as a “.col” file (color).

Color Requestor—The requestor you use to change the colors in the Color Palette. Reached by selecting **Edit** from the **Color** menu.

copy—Refers to an editing process where items are duplicated.

cursor—The icon that moves on the screen when you move the mouse. You use it to select menu items, work gadgets, create objects, etc.

disk—A magnetic medium for storing and retrieving information. The little plastic things with the metal strip that opens and closes.

Drawer—A directory or drive name. The internal drive is labeled DF0. The drawer for the main directory on any disk in drive 0 is DF0. To access a directory called slides on drive 0 the drawer name is DF0:Slides.

edit field—Also called an edit box. An area usually found on a requestor where text data is entered. All text information, the backspace key, and the arrow keys may be used inside the field. You gain entrance to an edit field by clicking on it.

filled—Refers to objects displayed in a drawing. If they are filled they appear solid or contain a pattern.

Graph Builder—A window used to create the graphs and charts in Impact. The commands under the **Graph** menu are not available unless the Graph Builder is active.

highlight—To display something in a way that distinguishes it. Normally, something is highlighted to indicate it is selected.

icon—A visual representation of a tool or function.

Icon Builder—A window used to create icons or symbols. The symbols may be used as stamps on a slide or in icon graphs.

Icon Graph—A bar graph with bars made of icons created in the Icon Builder.

Import—To load data into Impact from an outside source. Impact can read ASCII files as long as they are laid out in the proper format.

Joffo—The Wonder Dog.

Label—A name associated with a value. Sales figures might be represented with each month name followed by the amount sold during the month. The name of the month is the label and the sales volume is the value for that label.

Legend—Symbols used in a graph to distinguish the colors representing different series. In a graph showing sales for two stores one store may be displayed in red while another is in blue. The graph will have a red block with the title for the first store and another in blue for the second as legends.

Line Chart—A graph which shows a trend. It is plotted as a single line for each series entered.

Menu Bar—A strip at the top of the screen containing menu titles and instructions for the selected function.

Menu button—The right hand button on the mouse.

Normal—In Impact the term is used in the **Shapes** menu to designate an outline shape. A normal circle is an outline circle.

Object—Anything such as a line, circle or polygon that can be isolated and moved.

open—1. To make a tool available for use. 2. To retrieve a file stored on disk. 3. To display a window or requestor.

Pendown—Pressing down on the Selection (left) mouse button.

Penup—Releasing pressure on the Selection (left) mouse button.

Pixel—One of the individual points that make an image on the screen.

Polygon—An object defined by a number of points and straight lines between these points.

requestor—A bounded region on a screen used to give information to a tool or drawing. It appears as a window when you select certain tools. Most requestors have gadgets that control different aspects of the tool.

save—To copy something to a file on disk.

Scattergram—A graph where values are plotted as single dots. A scattergram is used for locating patterns in seemingly random data. The dots will tend to cluster in areas if there is a pattern.

Screen—The display area of the monitor, or the raster that holds the background and all other objects drawn on top of the background.

select—To pick an object or gadget by pointing to it with the cursor and pressing the Selection button.

Series—A table of data for a graph. A series is made up of up to 20 sets of labels and their associated values.

Show Builder—A window for creating a slide show list. It is reached by selecting **New** and then **Show** from the **Project** menu.

Slide—A collection of graphic objects placed on the main screen (Slide Builder) of Impact to create a drawing or image. The drawings may be saved and played back in a show.

slider—A gadget you use to pick within a range by dragging a marker along a line.

Slide Builder—The main screen of Impact. Anything drawn on this screen is considered part of the current slide.

Table Builder—A separate window for creating blocks of text. The blocks are then plotted onto a slide.

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